**BE PREPARED**
- Know the name of the position you have applied for and what it entails;
- Learn about the organisation/company you will be working for;
- Review your qualifications for the job—what skills and abilities can you bring to the position and be ready to describe what these are and how they relate to the job;
- Be ready to answer broad questions, such as "Why should I hire you?" "Why do you want this job?" "What are your strengths and weaknesses?";
- Practice an interview with a friend or relative.

**PERSONAL APPEARANCE**
- Be well groomed;
- Ensure your hair is neat and tidy and your nails are trimmed and clean;
- Dress appropriately for the position you are being interviewed for.

**WHAT NOT TO TAKE TO AN INTERVIEW**
- Drinks—don’t turn up with a take away coffee or a can of soft drink;
- Your piercings! Keep jewellery to a minimum;
- If you have visible tattoos try to cover them;
- Mobile phone—turn it OFF;
- Ipod / MP3 player.

**THE INTERVIEW**
- Arrive at the interview 5 to 10 minutes early;
- Take along a copy of your Resume (even if you have previously supplied it) - ensure it is presented in a nice folder, you could also included copies of certificates, reports, references etc. for the interviewer to look at;
- Learn the name of the person who will interview you;
- Relax and answer each question concisely;
- Use proper English—avoid slang;
- Be cooperative and enthusiastic;
- Use body language to show interest—use eye contact and don’t slouch;
- Thank the interviewer when you leave and shake hands.