



## **Creating the Right Impression**

- Your interview starts from the moment you arrive at the clients offices. Often, the interviewer will ask the receptionist what their impression of you was, or will observe you arriving to get an initial impression of you, so make sure you are polite and friendly to everyone and anyone you encounter upon your arrival.
- Always attend an interview in business dress, preferably in a conservative colour
- Greet the interviewer with a smile and a firm hand shake.
- Do not slouch or relax too much in your interview and maintain eye contact at all times.
- Avoid answering questions with a 'yes' or 'no' answer; always relate your experience to the questions being asked.
- Remember interviews are a two way street and ensure you make the interviewer realize they need you in their organization.
- Never assume that the interviewer knows what you do, always give a full detailed response rather than glossing over what you have achieved.
- Never, ever make derogatory remarks about your previous employer. If you have nothing nice to say, say nothing!
- It's a good idea to ask for a glass of water if offered so if you need time to reflect on a question before answering you can take a sip! This allows you time to think of a suitable answer without any uncomfortable silences!