



# Hugo's top tips for *rocking your next job interview*

## 1. **Set up your voicemail**

Make sure you have a professional sounding voicemail message like: "Hi, you have called (your name). I can't answer my phone right now, but if you could leave your number and a short message, I will return your call"

## 2. **Receive your invitation to the interview**

Make sure you get the essential details about the interview. Where? When? Who will be interviewing me? Who do I see when I arrive? Should I bring anything?

## 3. **Choose your interview clothes**

Pick out clothes that are neat, clean and look professional. Borrow from friends or family if you need to. If you need to buy things, don't leave it to the last minute as they may need washing or ironing.

## 4. **Plan your journey**

How are you getting to the interview? Public transport? Uber? Driving? Getting a ride? Plan your route and give yourself time to avoid any delays.

## 5. **Be a time boss**

For the day, set your alarm early enough so you can have a shower, eat a meal, get dressed and arrive to the interview location 15-30 minutes early. You want to build in plenty of time so you don't feel rushed.

## 6. **Do your research**

Research the company and the people who will be interviewing you. Read their webpage, Facebook page and other social media channels. Be familiar with their products, services, goals and mission.

## 7. **Start practicing**

Invest some time completing interview questions and scenarios. Search on Google for "Top 10 Interview Questions" and prepare your answers.

## 8. **Create the right mindset**

Being organised and positive calms nerves. Take two pens, copies of your resume, cover letter, certificates in a folder with your name. Look yourself in the mirror and repeat: "I'm prepared. I believe in myself. I will do my best in this interview"

## 9. **First impressions**

When arriving to the interview location, introduce yourself at the reception: "Good morning, my name is (name) and I have an interview with (interviewer) at (time)." They will let you know where to wait.

## 10. **Be yourself**

Try to relax the best you can. Interviews can be scary and most interviewers understand that (they've been in your place before). Listen to each question and don't rush your answers. Say positive things about yourself and your experiences. Show your knowledge and your passion. At the end, show appreciation for their time and say you're looking forward to hearing from them.

## 11. **Reflect and celebrate**

Take some time to reflect. What went well? What can I improve for next time? Check your emails, voicemail and answer unknown numbers as it could be your next employer. If you got the job, well done! If you didn't, you still did your best and now you have more experience than before.

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