

# **HOW TO PREPARE FOR AN EMPLOYMENT INTERVIEW**

1. Prepare yourself for interview, have a glance over the subjects you have studied, be well- informed about current affairs.
2. Please take with you, your certificate and testimonials in original.
3. Reach Employer's Office in time, if possible a few minutes earlier.
4. Wear neat, tidy and formal dress, keep up your pleasant appearance.
5. When you enter the room, wish the interviewers and stand until you are offered a seat.
6. Sit relaxed, do not sit on the edge of the chair nor recline in it and not put your hands on the table of the interviewers.
7. Leave your troubles at home, attend the interview with an open and with full determination to succeed.
8. Be very clear and precise in your answer; do not try to bluff but speak with confidence.
9. Look into the eyes of the person interviewing you, be courteous, courageous and have no fear.
10. You should have a clear idea as far as possible regarding the nature of the job for which you are a candidate.
11. Never give anybody's reference that so and so has sent you or knows you.
12. Before leaving the room thank the employer, close the door behind gently.