

# Welcome to our Interview Guide!

QUALCO

Embarking on the journey of job interviews can be both exciting and challenging. Each interview presents an opportunity to showcase your skills and experience while learning and growing professionally. In this guide, you'll find a curated collection of interview tips designed to help you navigate the interview process with confidence and success.



## Research the Industry and Company

Gain a comprehensive understanding of the industry and the company's background. Please familiarise yourself with its history, mission, vision, culture, competitors, and recent achievements. You can access this information through the company's website and LinkedIn profile.



## Be Prepared for Possible Questions

Anticipate potential questions and thoroughly know your CV and experience. Prepare concise and specific answers to avoid stumbling during the interview.



## Clarify your "selling points"

You are your brand ambassador. Highlight your unique selling points and showcase what makes you the most suitable candidate.



## Show commitment

Clearly articulate why you're interested in the job by emphasising what aspects of the role appeal to you and how your skills align with its requirements.



## Line up your questions for the interviewer

Prepare thoughtful questions demonstrating your understanding of the company and enthusiasm for the role. Having a couple of inquiries ready showcases your engagement and interest.



## Keep it professional

Maintain professionalism throughout the interview. Ensure a quiet, distraction-free environment and dress appropriately for an in-person interview.



## Optimise your online presence

- Remember that you're on camera during virtual interviews.
- Be welcoming and personable and pause before responding.
- Utilise the opportunity for increased connection by maintaining eye contact with the camera.



## Don't give up

If your interview didn't go as you hoped, don't give up! Reflect on what went wrong and how you can improve. Remember, not attempting limits your chances of success.

**Best of luck on your interview journey!**

Talent Acquisition team  
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