

Useful Tips For Your Interview

We look forward to hearing from you after your meeting.

- ❖ Always make sure that you have searched for some information on the company you are visiting
- ❖ Aim to arrive 15 minutes prior to the arranged time
- ❖ If in doubt, dress in formal business clothing
- ❖ If you are feeling nervous, tell this to the person you are meeting with to 'clear the air' and help you to relax
- ❖ Although we will have provided our client with your personal information, make sure you still take a copy of your Resume
- ❖ Take a list of questions with you, covering information you require about the company, the role and your expectations
- ❖ Make sure the role in question meets your career requirements and isn't a 'stop-gap' for you
- ❖ If appropriate, discuss the working hours, salary and benefits available to you
- ❖ Always disclose any planned absences from work, such as holidays
- ❖ Ask for an opportunity to briefly meet with the people you would be working with and to take a look at the environment you would be working in
- ❖ Ask the interviewer what is the next step in the process



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