



## **INTERVIEW TIPS**

### **3 MAIN COMPONENTS OF A SUCCESSFUL INTERVIEW:**

1. Your skills/experience
2. Personality
3. Appearance

**\*\*It is not enough to have appropriate or even excellent skills for a particular position. The right demeanour and appearance, greatly increases your prospects of receiving an offer.\*\***

### **TIPS ON HOW TO PRESENT YOUR SKILLS/EXPERIENCE:**

1. Prepare and rehearse what you want to say in advance.
2. Be able to clearly and succinctly describe the scope and specifics of your responsibilities for each position you have held.
3. Ensure that (unless directed otherwise by your interviewer) you discuss your work history in a clear order.
4. Pluck relevant information for the job you are being interviewed for, from your work history. Be ready to discuss this information in depth.
5. Be able to offer the interviewer a clear description of why you think you can offer their firm/chambers more than any other candidate.

### **TIPS ON HOW TO PRESENT YOUR PERSONALITY:**

1. Be ready to discuss information about yourself and your work experience that might set you apart from other candidates.
2. Prepare to discuss any department goal that you may have set or met and how you did this.
3. Prepare to discuss any program initiation that you may have taken part in.
  - For example, whether you helped a program increase productivity, decrease cost, give a better level of customer service etc.
4. Have you served on any committees or boards? If so, what were they and what made you decide to become a member?
5. Throughout your career, have you ever been asked to take on extra responsibilities?
6. Be ready and comfortable in discussing your strengths and weaknesses.
7. When pointing out weaknesses – be able to discuss what measures you went to/are undergoing to overcome these.
8. Be ready to discuss your short and long term goals.
9. Ask questions which show the interests you have in the firm/business. This will enable you to get a good feel for the elements which are important to you and will also give an impression that you are interested.



10. What are your hobbies and interests outside of work?

**APPEARANCE:**

1. Prepare and dress yourself as the best person for the position by preparing ahead.
2. Consider what you plan to wear early to ensure that your attire is clean and well put together.
3. Conservative, corporate and immaculate attire is most suitable for an interview.
4. Ensure your hair is neat, your breath is fresh and that your finger nails are clean and tidy.
5. Smile and be friendly.
6. Offer the interviewer a firm handshake.
7. Make eye contact.
8. Ensure that you bring all required material in an organised format.
  - Current CV
  - Education and secretarial certificates and any certification you have attained
  - Be prepared to complete an employment application
  - List of references and their contact details
  - A pen and a notepad

**IF YOUR INTERVIEW HAS BEEN ORGANISED THROUGH MOSER LEGAL:**

1. DO NOT inquire about salary or benefits – Moser will do this for you
2. If the interviewer asks what salary you are looking for, do not give them a specific number. Let Moser do the negotiating for you.
  - You might like to answer this question by saying something like “ I don’t have a particular salary in mind, I am negotiable, I will tell you that I currently earn \$xxx.
  - Ensure you are honest about this as verification is quite simple.
3. If there is anything at all that you are unsure of, please don’t hesitate to contact us. We are more than happy to guide you.