

**PRACTICAL GUIDE  
HOW TO PREPARE FOR AN INTERVIEW**



**TOP 8  
ADVICES**

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# TOP 8

01

## **PREPARE YOURSELF**

Make sure to gather all the useful information about the company and prepare some questions in advance . Prepare all the necessary equipment such as pens, a notebook, copies of your CV and a smart business case/bag.

02

## **DRESS TO IMPRESS**

Even if the dresscode of the company is casual, we always advise to dress the best you possibly can. You want to show to your interviewer that this meeting is important for you. The minimum is : what you wear should be clean, pressed and well-fitting.

03

## **BE ON TIME**

Make sure you gather all necessary information about the office location and prepare your journey taking into consideration variables such as traffic in order to arrive 15 to 30 minutes prior to your interview.

04

## **BE IMPECCABLE WITH YOUR WORDS**

Always keep in mind that this is a professional interview. Even if the people you meet get familiar, try to maintain a professional attitude. In addition, make sure that you treat everybody you encounter with sympathy and respect.

# TOP 8

05

## **KEEP A POSITIVE MINDSET**

You might have had bad experiences in the past. Remember that this is a new opportunity , a fresh start. The ability to get something positive out of negative experience is a skill looked for by employers. Focus on the positives in your career and talk about your learning curve.

06

## **SALARY IS NOT THE MAIN TOPIC**

You might have strict criterias in mind for you new job. Try to keep the practical aspects of the position (salary, hours, holidays, package) to the later stage of the process.

07

## **BODY LANGUAGE**

Your body language is as important as what you say . Make eye contact , watch your posture, take notes, stay focused. A firm handshake when meeting someone is a simple thing that will also improve the first impression you make !

08

## **ANSWER THE QUESTION AND USE EXAMPLES**

Make sure you answer the questions accurately. Try to avoid unnecessary details while making sure that you explain your answers using examples / case studies.

# A FEW STATISTICS

**96%**

Of employers agree on the importance of the candidate's punctuality

**55%**

Of employers agree that a firm handshake contributes positively to a good first impression

**82%**

Of employers agree on the importance of personal appearance and the ability to maintain eye-contact

**93%**

Of employers agree that the level of the candidate's preparation for an interview will impact the possible outcomes in a positive way