

## Cheat sheet about how to be successful in an interview in 10 easy steps

**Step 1:** Do your research about the organisation, the position & the interviewer(s) so you can demonstrate initiative, anticipate questions & provide relevant information.

**Step 2:** Prepare numerous examples of your previous experience to use for anticipated questions.

**Step 3.** Undertake diaphragm breathing to keep you calm, avoid panicking and going blank.

**Step 4:** Stand in the waiting room in a power pose if you are in a private space. Drop your hands to maintain strong and upright posture when walking to the interview room.

**Step 5:** Make direct eye contact & smile at the person who greets you. Repeat with each interviewer.

**Step 6:** When asked a question, give direct eye and pause and breathe from your diaphragm as you think about your answer. Repeat or paraphrase the question to buy time if you need it. Lean forward subtly to show that you are ready to answer.

**Step 7:** Begin your answer by maintaining eye contact with the person who asked the question then look at the other panellists, remembering all the rules for effective eye contact. As you summarise your answer, return your eye contact to the person who asked the question.

**Step 8:** Share personal stories to engage your panellists and make yourself more memorable than other applicants. This will increase your chances to be heard.

**Step 9:** Have questions prepared to show that you have done your homework, you are interested and to share important aspects about you that have not been revealed via the questions.

**Step 10:** Upon leaving, stand tall, smile, maintain eye contact and walk away with confidence, telling yourself that you have the job (if you want it of course). This will leave a lasting impression.