



## TO CONSIDER WHEN PREPARING FOR A JOB INTERVIEW

### STEP 1: EXAMINE THE JOB DESCRIPTION CAREFULLY BY:

- Consider your goals and qualifications in relation to the position you have applied for.
- Conducting thorough research on the company you are going to be interviewed by. This will help you to get an idea of their culture, to know about their profile; their values and mission; the owner/ CEO/ Director; the type of clients they attend to and their stakeholders.
- The research will allow you to review the job description to get a better understanding of what is expected of the post.
- Go through the list of qualifications, qualities, work experience, skills, talents, type of personality and any other background the employer is looking for. The job description may also give you an idea of which questions the employer may ask during the interview.

### STEP 2: PREPARE SOME POSSIBLE IMPORTANT INTERVIEW QUESTIONS AND KNOW HOW TO ANSWER THEM

#### Some questions may include:

1. Tell us about yourself.
2. Why should we hire you / Why do you feel you are the best candidate for this position?

3. What are your strengths and weaknesses?
4. What are the Batho Pele principles outlined in the Public Service?
5. If Legislation (Acts/Policies) were listed as knowledge required in the Job Advertisement, the Panel may ask a question in relation (e.g. Tell us about your general knowledge surrounding the Basic Conditions of Employment Act?).
6. Why do you want to work for our company?
7. What is your understanding of this Position?
8. What do you expect to be doing five years from now?
9. What are your career objectives?
10. Tell me about a time that you faced a challenge and how you dealt with it?
11. How would you go about applying conflict management?

**Hint! Practice interview questions and answers with a friend or family member. Use their feedback to improve your way of answering. Work on your tone of voice, eye contact, facial and body language as you do so.**

### STEP 3: PREPARE INTERVIEW QUESTIONS FOR THE INTERVIEWER

- The Chairperson of the Panel may ask you if you have any question/s for them. Asking the Interviewer some questions makes you look interested in the position you have applied for.
- Such questions should be related to seeking clarity about the position and should not be questions that feels that you as the interviewee are interrogating the panel with questions.
- Do not ask questions related to the Remuneration (this refers to salary and benefits) as this is a question you can ask an HR official outside of the interview process.
- Examples of what you can ask when given a chance to ask a question/s at the end of your interview:

- What would you see as the main priority at the beginning of this job? This is an indication that you are interested and being thoughtful about how you can use your skills to benefit that specific place of work.
- Should I be successfully appointed, when would I be expected to assume the position?
- Should I be successfully appointed and have developed innovative/creative ideas or ways in which to improve the current services, will it be encouraged?

**TIP: Never ask about information you should already know about through your research and interview preparation.**

### STEP 4: LOOK PROFESSIONAL

- There is generally a standard dress code that is expected by all employers. The following can be used as a guide:
  - Choose an outfit that is suitable for a business environment (i.e. formal attire such as a suit and tie for gentlemen; a suit Jacket and skirt that is not too short or pants that are not too tight with a formal blouse for Ladies). Provocative attire is strictly discouraged as it is deemed unprofessional.
  - Wear polished and clean shoes that are suitable for a business environment.
  - Iron your clothes and do not wear those that wrinkle easily.
  - Do not wear clothes that are too revealing and too distracting and ensure that they fit properly.
  - Keep your hair neat and presentable.
  - Do not wear make-up and jewellery that is too bright and distracting.

## STEP 5: LOGISTICAL PREPARATION ON THE DAY OF THE INTERVIEW

- Ensure that you are well informed of the exact location/venue of your interview.
- Arrive at least 1 hour before your interview. This will give you time for relaxation.
- If you need to submit or present a portfolio or any additional documentation, prepare them beforehand to submit to the relevant official.
- Bring copies of your CV; certified copies of qualifications/certificates; Identity document/card or Passport; Referral letters and any other relevant documents in case your employer ask for them.
- Take a bottle of water to drink.
- Keep all your personal belongings in a bag instead of carrying them in your hands or pockets.
- Ensure that your mobile phone is either switched off or placed on silent mode to avoid disruption during the Interview.
- Keep calm, practice some breathing techniques and up your confidence level.

## STEP 6 ATTENDING THE INTERVIEW

- When you are escorted into the interview room, greet the Panel members and wait for them to greet you back and ask you to have a seat.
- Look confident. Sit upright with your head up straight. Do not hunch your shoulders, cross your arms, fiddle, twitch or tap your leg/s as these are all indications of nervousness.
- Look friendly and put a smile on your face. This helps to create mutual feelings of warmth, emphasizes a positive personality and shows that you are not overly nervous.
- Maintain appropriate eye contact. Do not stare too much but also do not look down. This will

help you look confident and sound clear in what you are saying.

- Your voice must be clear and use a volume that is neither too soft nor too loud. Take a deep breath to avoid stuttering.

## TIPS FOR DIGITAL/ VIRTUAL INTERVIEWS

- Test your Device and Network connectivity before the Interview starts.
- Look directly into the camera of your device and not on your screen or monitor to maintain good eye contact.
- Choose a suitable environment with no distractions to ensure no disruptions during the interview.
- Dress appropriately as you would for an in-person interview.
- Feel free to ask the interviewer to repeat a question if you did not hear properly.
- Do not rush as you speak because the sound system might buffer and possibly not be audible enough.
- Pause before answering a question to be sure the interviewer is done asking.

## THE DEPARTMENT OF EMPLOYMENT AND LABOUR CONTACT DETAILS:

All Work-seekers are encouraged to visit any Labour Centre to seek for Employment Counselling services including interview preparation. The services are free of charge.

The following is the link for the Department of Employment and Labour Employment Counselling staff members contact details:

[https://www.labour.gov.za/DocumentCenter/Publication s/Public%20Employment%20Services/Department%20of %20Employment%20and%20Labour%20Employment%2 0Counselling%20Unit%20Contact%20Details\\_Updated.p df](https://www.labour.gov.za/DocumentCenter/Publication s/Public%20Employment%20Services/Department%20of %20Employment%20and%20Labour%20Employment%2 0Counselling%20Unit%20Contact%20Details_Updated.p df)

**Contact Centre Number:  
086 010 1018**

# FACE-TO-FACE AND VIRTUAL JOB INTERVIEW PREPARATION



**employment & labour**

Department:  
Employment and Labour  
REPUBLIC OF SOUTH AFRICA

