

Interview Safety tips

Finding a job, is a job. First step in the process is getting your CV out and securing an interview. The second stage, arguably the most important, is making a good impression at the interview.

There are numerous tips available on how to prepare for, and conduct yourself well in, an interview. Sadly, there is a need too, to be vigilant when arranging and attending an interview. Scam artists, masquerading as recruiters, or unscrupulous human resource practitioners, have been known to take advantage of uninformed individuals, desperate for work.

To help you maximise your chances of securing employment whilst minimising risks, the Department of Employment and Labour, in collaboration with the Confederation of Associations in the Private Employment Sector (CAPES), share the following Do's and Don'ts

DO's

- **Work with registered Private Employment Agencies (PEA) and Temporary Employment Services (TES).** All agencies are required by law to be registered with Department of Employment and Labour should display their certificates on their website. Ideally, choose to work with an agency that is also a member of a professional association because they are also bound to Codes of Conduct and Best Practice.
- **Look up the agency or company online.** Learn what you can about them before you attend the interview. In addition to helping you prepare for the interview you will also quickly pick up if something doesn't seem right.
- **Get the full information of the person you're interviewing with.** This will allow you to be professional when arriving for the interview and allow you to look the recruiter/HR/employer up on LinkedIn to verify their authenticity.
- **Inform family/friends of your interview** including details of the date, time, place, and person you're meeting. Check in with them after the interview too, to let them know how it went.
- **Dress for Success.** First impressions count! Dress appropriately for the job you're applying for and remember to opt for a more conservative, professional look.

DONT's

- **Pay to secure an interview.** Anyone that requires you to pay a fee to be interviewed is likely to be a scam artist. PEA, TES, and employers are prohibited from charging fees to workseekers, by law and the codes of good conduct of the professional associations under CAPES.
- **Put yourself in risky situations.** Interviews will usually take place at an office or, if in public, usually at a coffee shop or similar. It would be highly unusual to be asked to attend an interview outside of office hours, or in a deserted place. Be safe, not sorry!
- **Be pressured into inappropriate behaviour.** It is never acceptable for someone to ask you to agree to provide "favours" to secure a job. Nor would it be acceptable for someone to take a "cut" of your salary in exchange for work.

- ***Hesitate to report unscrupulous operators.*** If you come across anyone attempting to scam workseekers, or acting inappropriately during an interview process, you're encouraged to report them to Department of Employment and Labour by laying a complaint at the Labour Centre.

It is unfortunate that workseekers should worry about their safety in addition to the usual nerves that accompany an interview process. However, knowledge is power, and we hope that these simple, yet important, tips will assist you to navigate your job search journey safely.

For more information about CAPES and their Association members, please contact:

info@capes.org.za – ***(The article is part of an initiative by CAPES and department's Public Employment Services branch to jointly educate workseekers about their rights and to give some practical guidance for job seeking).***