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| PREPARE YOURSELF - IT’S YOUR CAREER AND YOUR FUTURE THAT IS AT STAKE |

TTE is determined to take your career to new heights and advance your future career prospects at no cost to you and we therefore would appreciate you depositing in effort and preparation for the job interview we have scheduled.

**The two biggest complaints we receive from employers are that:**

* Candidates don’t have any knowledge of the company they wish to work for.
* The candidates’ don’t have a passion for the work they do.

It is essential that you research the company you will be working for and also know exactly why you wish to work for the company and why you are motivated by the new job opportunity.

**YOUR ATTITUDE SHOULD BE:**

**It’s my career and my family’s future. I deserve that great new career opportunity and I will therefor fully co-operate with TTE. I will prepare and rehearse my best, look my best, dress my best, feel my best, and present myself as best I can to make an excellent first and long lasting impression.**

**If you want the secure this outstanding opportunity for yourself, you will have to outperform any other candidate going for an interview. So use the checklists below to prepare and rehearse your presentation over and over again to ensure you perform at you peak during the job interview.**

**OUR COMMITMENT TO YOU:**

**TTE is hired by some of the finest companies on an exclusive basis to identify and place those top talented performers who stand out above their peers. You are part of an exclusive few TTE shall represent on this basis and will only do so if you:**

1. Have completed and emailed the TTE Profile Form with your accomplishments back to the Recruitment Consultant **within 72 hours** after receiving it.
2. The applicable skills check list if you have received one.
3. Have completed **this checklist**, rehearsed and prepared your self fully for the interview.

(Our Search Associate will call you two days prior to your interview to check your progress.)

**COMPLETE THE CHECKLIST HEREIN UNDER FOR PEAK PERFORMANCE DURING YOUR INTERVIEW WITH THE TTECLIENT!**

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|  | Pls complete! | |
| **Have you received the following information from TTE:** | **No:** | **Yes:** |
| **🞟** The relevant job specifications? |  |  |
| **🞟** The day, date, and time of the interview? |  |  |
| **🞟** Company name where you will be interviewing at the Interviewer/s details? |  |  |
| **🞟** The physical street address, building’s name and floor no? |  |  |
| **🞟** The parking details? |  |  |
| **🞟** What you could expect during the interview? (Panel or introductory interview, tests) |  |  |
| **🞟** Company information you will be interviewing at? (Also research company web site!) |  |  |
| **🞟** Skills level assessment form with accomplishments you need to prepare? |  |  |
| **🞟** Applicable skills checklist? |  |  |

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| **Have you decided:** | No: | Yes: |
| **🞟** What your new Total Cost to Company should be**?** |  |  |
| **🞟** What benefits you would need? |  |  |
| **🞟** How best to structure your new salary package? |  |  |
| **🞟** What your take home pay should be**?** |  |  |
| **🞟** What questions you will ask to show you are interested in the specific opportunity?  (See questions below) |  |  |
| **🞟** What your career aspirations are for the next 3 - 5 years. (Consider employer’s needs!) |  |  |
| **🞟** How you intend to achieve these career goals? |  |  |
| **🞟** What your main objectives are in life? |  |  |
| **🞟** How you intend achieving these objectives? |  |  |
| **🞟** Corporate attire you will wear for the interview? |  |  |

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| Do your best & and with total confidence verbally present: (rehearse!) | No: | Yes: |
| 🞟 The institutions you studied at? |  |  |
| 🞟 Your academic qualifications? |  |  |
| 🞟 The subjects you majored in and the results you achieved with each subject? |  |  |
| 🞟 The job related courses you successfully completed? |  |  |
| 🞟 Leadership positions you held or are holding? |  |  |
| 🞟 Institutions you studied at? |  |  |
| 🞟 Your related industry experience? |  |  |
| 🞟 Your technical skills needed to do the new job? |  |  |
| 🞟 Your soft skills or personality traits that is essential to perform in the new role? |  |  |
| 🞟 Which companies you worked at since you started working? |  |  |
| **🞟** What you enjoyed doing most at present? (Related to new position!) |  |  |
| **🞟** What you find most attractive about the new opportunity? |  |  |
| **🞟** What you enjoyed doing least?(State petty things which you don’t have to do in future) |  |  |
| **🞟** When you started and left each company? |  |  |
| **🞟** What your responsibilities were / are and in relation to the new opportunity? |  |  |
| **🞟** What skills you acquired at each company in relation to the new opportunity? |  |  |
| **🞟** Your reasons for having left the previous companies. **(same as on your CV)** |  |  |
| **🞟** Your reason/s for wanting to leave your current company **(same as on your CV)** |  |  |
| 🞟 Questions you will be asking the employer during the interview? (See examples below) |  |  |
| 🞟 The knowledge you have about the employer’s company? (Web site researched) |  |  |

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| **Now present the reasons why you: (VERY IMPORTANT!)** | No: | Yes: |
| **🞟** Selected the particular field of work you are currently doing? |  |  |
| **🞟** Have a passion for the type of work you are doing? |  |  |
| **🞟** Are motivated to do the specific job your will be interviewed for? |  |  |
| **🞟** Wish to work for the specific company you will be interviewing at (see reasons below |  |  |
| **🞟** Consider yourself to be the best candidate for the job you will be interviewing for  (As a result of your skills, knowledge, experience and accomplishments) |  |  |

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| **Provided tangible evidence to present your accomplishments & uniqueness related**  **to the new position: ( On the skills level assessment form emailed to you with**  **the situation, task and result which you should have prepared already!)** | | No: | Yes: |
| **🞟** Present any **exceptional academic achievement/s?** (distinctions – Cum Laude etc) | |  |  |
| **🞟 Exceptional** postgraduate qualifications? | |  |  |
| **🞟 Unique skills** or **skills** which are **in high demand?** | |  |  |
| **🞟** What made you **stand out above your peers** and how it **benefited** the **employer?** | |  |  |
| **🞟** Present your **accomplishments** & how it **benefited an employer** in a measurable way. | |  |  |
| 🞟 **Rewards** and or any **commendations** you have received? | |  |  |
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| Do you have the following documentation available for the interview? | No: | | Yes: |
| **🞟** Last month’s salary slip? |  | |  |
| **🞟** All academic transcripts? |  | |  |

###### HOW TO DRESS FOR SUCCESS:

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| For Men appropriate attire is:   * Clean, pressed light coloured shirt * Smart casual shirt with collar (not T-shirt) * Black shoes – shined, black or blue socks – white socks are not recommended * Look your best – clean-shaven and well groomed. | For Ladies appropriate attire is:   * Professional business suit – simple and elegant * No hanging or “noisy” jewellery – limited number of rings. * If nails are manicured – use a light colour. * Not too strong perfume. |
| **Remember it’s your future so:** | |
| * Arrive 10-15 minutes prior to your interview. | |
| * Switch your cell phone off or leave it in the car. | |
| * Stand up immediately when someone comes to meet with you in reception. | |
| * Don’t smoke in the reception area of the employer. | |
| * Be polite and greet everyone you speak at the new company with enthusiasm. | |
| * Wait for the interviewer to show you where to be seated in the interviewing room. | |
| * Always sit straight up in your chair. | |
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| * **During the interview:** | |
| * Use the interviewer/s name/s about **3 times** during the interview. (build rapport!) | |
| * Maintain good eye contact throughout the meeting/interview. | |
| * **Listen** **very carefully** **to understand the questions.** | |
| * **Speak 30% of the time and listen 70 % of the time.** | |
| * Speak clearly, audible, using business language (refrain from using slang.) | |
| * **Provide direct and to the point answers directly related to the question.** | |
| * Answer questions with ” YES” or “ No” and explain wherever possible. | |
| * Answer questions in the present tense. | |
| * Answer all questions honestly and directly without deviating. | |
| * Express yourself positively with enthusiasm without being over confident. | |
| * When you have to provide a YES or NO answer, then elaborate with specific details. | |
| * Show why you have a sincere interest in working for the company. | |
| * State reason for leaving as: “better prospects” or “better challenges”. | |
| * Sell your expertise to the employer by providing examples of your past accomplishments. | |
| * Use positive words like: Ability, discipline, results, success, focus, drive, potential, generate,   Lead, or motivate. | |
| * Give a personal characteristic as a weakness and a strength – something that can help the * Interviewers achieve results. (e.g. “I am impatient. “I am impatient when deadlines are not met” | |
| * Pay attention to body language. Create rapport by creating an absence of differences (match and mirror the interviewers’ body position but don’t make it too obvious!). | |

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| **DON’TS DURING THE INTERVIEW:** |
| * **Don’t show that you are desperate for more money or the job we will negotiate the best**   **Offer for you!**  **(If the employer asks about money then say “I believe that I have the capacity and ability to do the job well, and so I would welcome your strongest offer”** |
| * **Don’t talk about your personal problems or make an issue about things your feel very**   **Strong about that is not work related!** |
| * **Don’t ever say you are hard working, honest and loyal if an employer asks you why he / she should employ you. The Employer would automatically expect that of you at your level.**   **Rather say:** **“I know that I have the capacity, talent and necessary motivation to be successful in the role and state your related accomplishments or other reason two most**  **Important reasons why you are saying so.** |
| * **Don’t give text book answers but rather use the suggestions as a guide line!** |
| * **Don’t be so over confident that you become arrogant!** |
| * Don’t say to the interviewer that you would like his / her job in the next couple of years. |
| * Don’t read documents on the interviewer’s desk. |
| * Don’t criticise the current company you are with or any person working at the company. |
| * Don’t complain or argue about any issue or discuss politics during the interview! |
| * Don’t deviate from the questions being asked. |
| * Don’t let your cell phone bother you during the interview. |

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| **DURING THE INTERVIEW:**  When first meeting the employer say:  “I‘ve been looking forward to meeting with you ……” OR it is a pleasure meeting you with good eye contact, a smile, and a firm handshake. (Don’t try & position yourself by using a too strong handshake!)  What to say when the following questions get asked during the interview:  Question : “Where do you see yourself in 5 years time?”  Answer : “I see myself having made a significant contribution to the company’s profitability  And productivity by then. I will then see what career advancement opportunities the company has on offer.”  N.B. DO NOT mention ‘in my own business", as the employer might think you are not interested in this for the long term!  When asked if you have any questions & you have NOT been given the answers already then you can ask:  What is the first project I will be working on? thereafter say: “I believe that I am capable of doing  it because of the skills, knowledge, experience accomplishments to do the job well!  What is the first problem I will need to solve?  What is the first challenge I will face?  Where do you think that I could contribute effectively within the company?  In your professional opinion, what is the common denominator of the successful staff?  What future career advancement opportunities are available, and after how long?  What are the promotional prospects and if any after how long?  What is the next step up from the position and if any after how long?  Who would I report to?  When the following question get asked then say:  **Question : “Why do you want this job?”**  Answer : The opportunity to contribute to the company’s successes and to improve my skills appeals to me and is a great challenge for me.( Never ever say for more money)  **Question : “What package are you looking for?** Answer : “ I believe that I am very capable of doing the work expected of me. You know my qualifications, skills and experience, and so you can make me your strongest offer.” (Provide full details of your salary, and tell him / her that you are up for a review / promotion in 3 months if it is true.) When the interview is over and you are satisfied, we would like you to stand up, look the employer in the eye and say.  “….... (Employer’s name) thank for your time, “I believe that I am capable of doing the work, and I have a sincere interest in working for your company.”  “I look forward to the prospect of being employed by your company.”  OR  “ ……………………...., (employer’s name) thank for your time, “I believe that I am capable of doing the work you expect of me, “ “ Thank your for the opportunity to meet with you and I look forward to the prospect of being employed by your company” |
| Unfavourable conclusions:  Don’t stop presenting yourself with enthusiasm if you come across anything that is unfavorable. Let us rather discuss any concerns after the interview. |
| **After the interview:** |
| • **Call the Recruitment Consultant at TTE & inform her of your progress during the interview.** |