

We at Nurturing Futures want you to be as confident as possible on the day of your interview and from our experience, we have a few tips and tricks to acing these formal interviews.

**Telephonic Interviews:**

Telephonics are sometimes awkward enough and so it is important to speak very clearly in your telephonic to ensure a good flow of communication. Make sure you are in a quiet place with signal. Generally, client’s business numbers show from an unknown number and so please remove any call barring restrictions you may have. Telephonics are a very important stage of any interview process. Clients and interviewers are using this very short window of opportunity to quickly be able to get an idea of your skills, experience and the **depth** of both. As you can imagine, hundreds of applications are received and face to face interviews, therefore, are not always practical and so one of the most important aspects of a telephonic is to always give working examples with your answers that substantiate, support and provide context and meaning to your answer.

If we have not provided you with the name of the person that will be calling you, pay careful attention to the intro of the call so that you can thank them for their time by name at the end.

Don’t be afraid to ask questions. Remember you are interviewing the client at the same time too. You need to know if the position, team and company are the right fit for you.

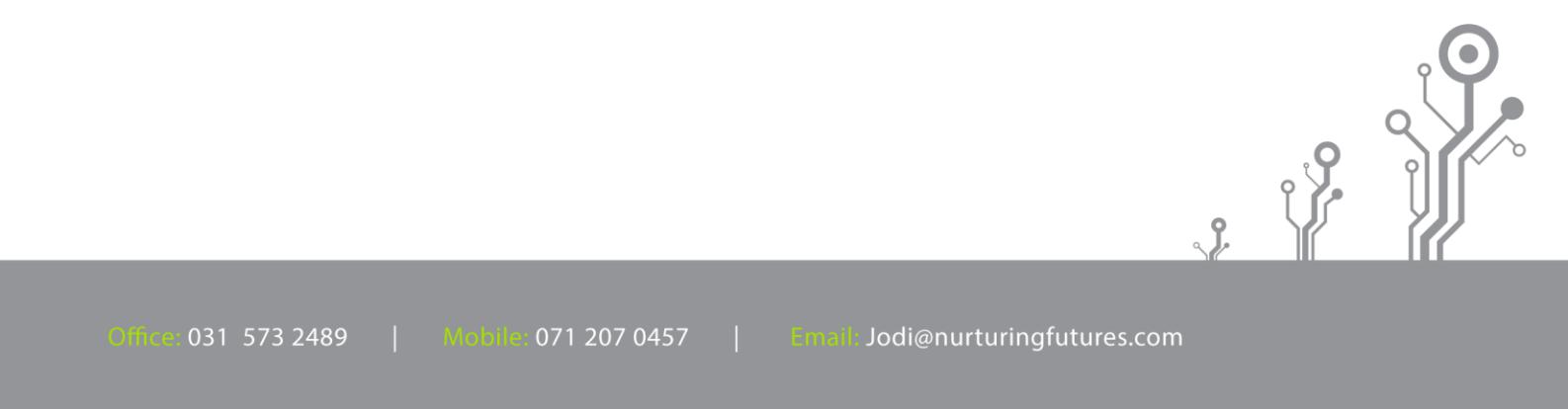
**Face to Face interviews:**

Fear of the unknown can only exist when there is an unknown. Take the time to understand some of the standards when it comes to interviewing questions.

Some questions may seem rather simple on the surface such as “Tell me about yourself” but these questions can have a variety of answers. The more open ended the question, the wider the variation in the answers. Once you have become practiced in your interviewing skills, you will find that you can use almost any question as a launching pad for a particular topic or compelling story.

Others are classic interview questions, such as “What is your greatest weakness?” are a bit tricky. In this case, the standard textbook answer for the greatest weakness question is to provide a veiled positive such as: I work too much. Wrong. Either you are lying or, worse yet, you are telling the truth, in which case you define working too much as a weakness and really do not want to work much at all. Be honest about your weaknesses! (and of course, run them past us before the interview if you are unsure).

* MOST IMPORTANT – ALWAYS give examples when you answer questions.
* Do your research on the company beforehand, their long-term vision, achievements and tone and tie this in to the role that you are being interviewed for.
* You will of course know the position that you are being interviewed for and so already imagine yourself in the role – what questions will you want to ask?
* Always let us know if you are going to be late
* Never ask the interviewer about salary and package. We will deal with this on your behalf.
* Always thank the client for their time.



Good luck with your interview process: Be natural, breathe and relax and most importantly **BE YOU!**

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