

7 LAST MINUTE INTERVIEW TIPS & TRICKS!



THIS IS WHAT I WILL COVER

- The best way to prepare for an interview if you have very little time left available!
- 7 important last-minute interview tips to help you **STANDOUT** during your job interview.
- I will tell you **WHAT TO SAY** at your interview to help you prepare to **PASS!**
- **FURTHER RESOURCES** to help you **SUCCEED!**

What's the best way to prepare for an interview if you have very little time?

Focus your efforts on understanding what the interviewer is looking for from the successful candidate!



Last Minute Interview Tip #1

Tip #1 – Read the company's website & social media pages.

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- Read the company’s website and look at the **ABOUT US** page.
- When did the company start and what do they do?
- Have they won any awards or been recognised for anything of significance.



When they say to you: “***What do you know about our company?***” you will be able to answer the question **with confidence.**

TIP #1 – READ THE COMPANY’S SOCIAL MEDIA PLATFORMS

- ✓ What are they **currently involved in** on social media.
- ✓ What are their **latest good news stories?**
- ✓ Look for something that **makes them appealing to work for** as a company.

When they say to you, “***Why do you want to work for us?***” you can reference what you have seen on their social media pages.



Last Minute Interview Tip #2

Tip #2 – Look for **keywords** from the job advert and use them in your answers!

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- The job advert will provide a description of the duties and responsibilities the successful candidate will need in the role.
- Look for keywords from the advert and use them in your answers to the interview questions.



“An ability to work under pressure and multi-task.”

“I am very good at working under pressure and I always manage my work so that I can take on as many tasks as possible. By hiring me, you will have the peace of mind that I will always take on lots of different tasks and projects and complete them to a very high standard.”

Last Minute Interview Tip #3

Tip #3 – Have your answer to
“**Tell me about yourself**” already
prepared!

TIP #3 – Have your answer to “Tell me about yourself” already prepared!

- **The first interview question you will have to answer is, “Tell me about yourself.”**
- If you can answer this question well, it sets you up with confidence for the rest of your interview!



Here's how to answer the interview question... “Tell me about yourself.”

TELL ME ABOUT YOURSELF (S.E.T METHOD)

SKILL & QUALITIES

Thank you for inviting me to be interviewed for this position today. I have applied for the job because I have the skills and qualities needed to excel in the role.

I am a fast learner, and I am great at working under pressure. I can manage a large workload; I am a supportive team worker, and I will always take care of your customers.

EXPERIENCE / EDUCATION

I have several years experience working in this sector and highlights of my career to date include helping my former employer increase sales by 25% and helping the team I was a part of to successfully launch new company products.

TYPE OF PERSON YOU ARE

I am the type of person who has very high standards and if you hire me, I believe you will quickly see a positive return on your investment.

Last Minute Interview Tip #4

Tip #4 – Write down your
strengths and weaknesses!

TIP #4 – Write down your strengths and weaknesses.

- **Knowing your strengths and weaknesses gives you lots to talk about in your job interview!**
- It also prepares you for the interview question... ***“What are your strengths and weaknesses?”***



Here's a list of good strengths and weaknesses you can use in a job interview!

STRENGTHS

Fast-learner

Strong communicator

**Supportive team-
worker**

Resilient and confident

**Able to work under
pressure**

Flexible & adaptable

Resourceful

Adaptable to change

**Trustworthy &
honest**

Disciplined

WEAKNESSES

**Fear of public
speaking**

Giving feedback to
others

**Focus too much on
details**

Always trying to please
everyone

Can't say "no"

Not aware of your full
potential

**Lack confidence in
certain situations**

**Q. WHAT ARE YOUR
STRENGTHS & WEAKNESSES?
(Example answer...)**

WHAT ARE YOUR STRENGTHS & WEAKNESSES?

“My strengths include the fact that I am fast-learner. This means I will come into the role and I will learn everything quickly so I can start contributing to the team goals in super-fast time.

I am very good at working under pressure. I remain calm and composed and I have the experience and knowledge to produce solutions to challenging problems.

I am a strong communicator and whenever I deal with your customer or clients I will always act as a positive role model.

In respect of my weakness this is the fact I am always trying please everyone, and I find it difficult saying “no” to people. This has resulted in me taking on too much work in the past.

However, I am the type of person who always wants to improve and develop, and I am learning to be more mindful in these situations.”

Last Minute Interview Tip #5

Tip #5 – What's your greatest achievement so far?

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- **Knowing your greatest achievement(s) gives you something positive to talk about!**
- It also allows you to answer the interview question “***What's your greatest achievement?***” if it comes up.



Here's a list of example achievements!

EXAMPLE LIST OF ACHIEVEMENTS

#1. Helping your team win an important contract for your employer.

#2. Suggesting a change to working procedures or policies that improves efficiency at work.

#3. Working on a challenging project at work that ended up being a huge success.

#4. Winning awards at work or being recognized by your boss for outstanding work.

#5. Helping the organization increase sales.

#6. A workplace charity event that raised money for good causes.

Last Minute Interview Tip #6

Tip #6 – Be positive and
avoid any negative talk!

TIP #6 – Be positive and avoid negative talk.

Smile during your interview!

Do not be negative about co-workers or your boss.

Remember, they are looking to hire someone who can make a positive difference to their team!

Why did you leave your last job?



WHY DID YOU LEAVE YOUR LAST JOB?

“I left my last job because I felt ready for a new and exciting challenge with a fresh and innovative employer.

I thoroughly enjoyed my last job and the team I was a part of achieved some brilliant things whilst I was there. My boss was very supportive, and she gave me lots of opportunities to grow and develop professionally.

However, I felt it was time to move on and seek employment with an organization that was at the cutting edge of its industry and that had exciting plans for the future.”

Last Minute Interview Tip #7

Tip #7 – Think of 3 smart questions to ask at the end of your interview?

**“Do you have any
questions for us?”**



EXAMPLES OF SMART QUESTIONS TO ASK IN AN INTERVIEW!

Q1. What advice would you give to the successful candidate who wants to do a good job in the role?

Q2. What's the culture like in the organization?

Q3. What are the plans for the company over the next 5 years?

Q4. What would you need me to concentrate on in the first 30 days of starting in the role?

Q5. What, if anything, has frustrated you about people who have held this position previously?

BONUS

Interview Tip #8

Tip #8 – Close the interview
in a positive way!

HOW TO CLOSE AN INTERVIEW...

“Thank you for giving me the opportunity to be interviewed today for this position.

I’ve really enjoyed the process and learning about your company.

I appreciate you have lots of people to choose from, but if you do hire me, I will not let you down and I will be a high-performing, trustworthy and loyal member of the team. Thank you.”

FAQs

Your questions answered!

FREQUENTLY ASKED QUESTIONS

Q1. How early should I arrive for my interview?

- ✓ If the interview is face-to-face or in person, aim to arrive at the interview venue **20 minutes before**.
- ✓ If the interview is online, logon **10 minutes before the start of your interview**.

Q2. What should I wear to my interview?

- ✓ What you wear to an interview says a lot about you and your intentions.
- ✓ **Regardless of the job you are applying for, wear a smart outfit that is clean and presentable.**

Q3. How many questions will the interviewer ask me?

- ✓ The number of questions you will need to answer will normally be between 8 and 12.
- ✓ **This number will increase for technical-related job roles.**

FREQUENTLY ASKED QUESTIONS

Q4. How will I be assessed during my job interview?

- ✓ You will be assessed against the job description, so make sure you read it and familiarize yourself with its contents!

FREQUENTLY ASKED QUESTIONS

Q5. What should I do if I cannot answer an interview question?

✓ If you can't answer an interview question, you have three options:

#1. Ask to come back to the question later on.

#2. Be honest and say you do not know!

#3. Tell them you will get back to them with the answer once the interview is over.

FREQUENTLY ASKED QUESTIONS

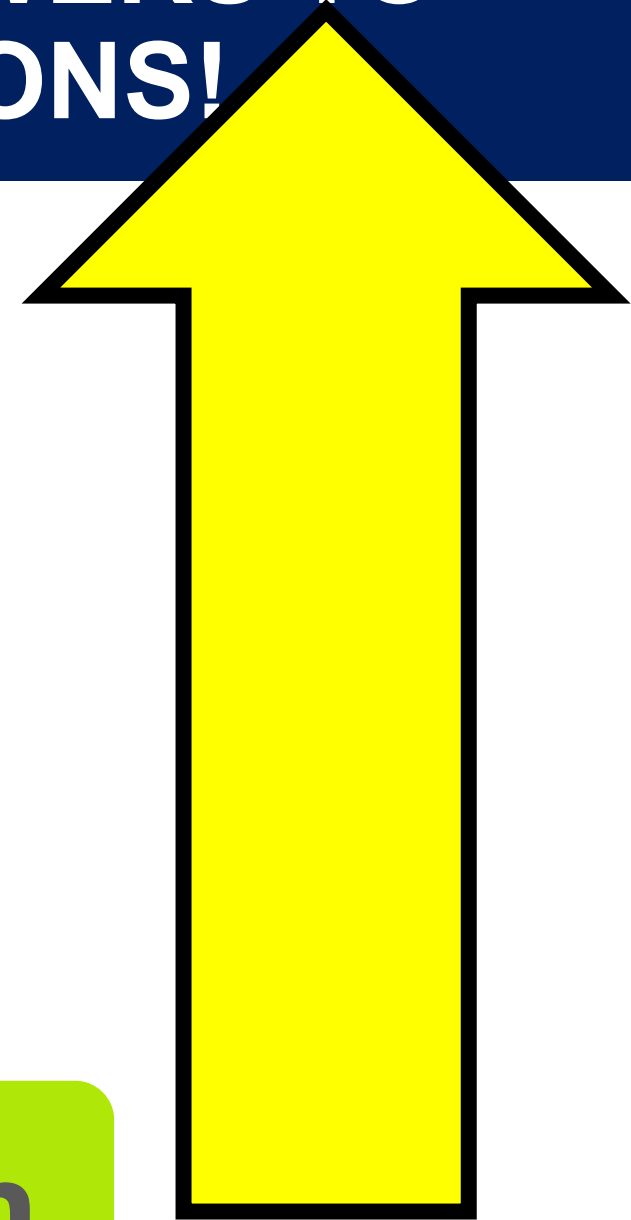
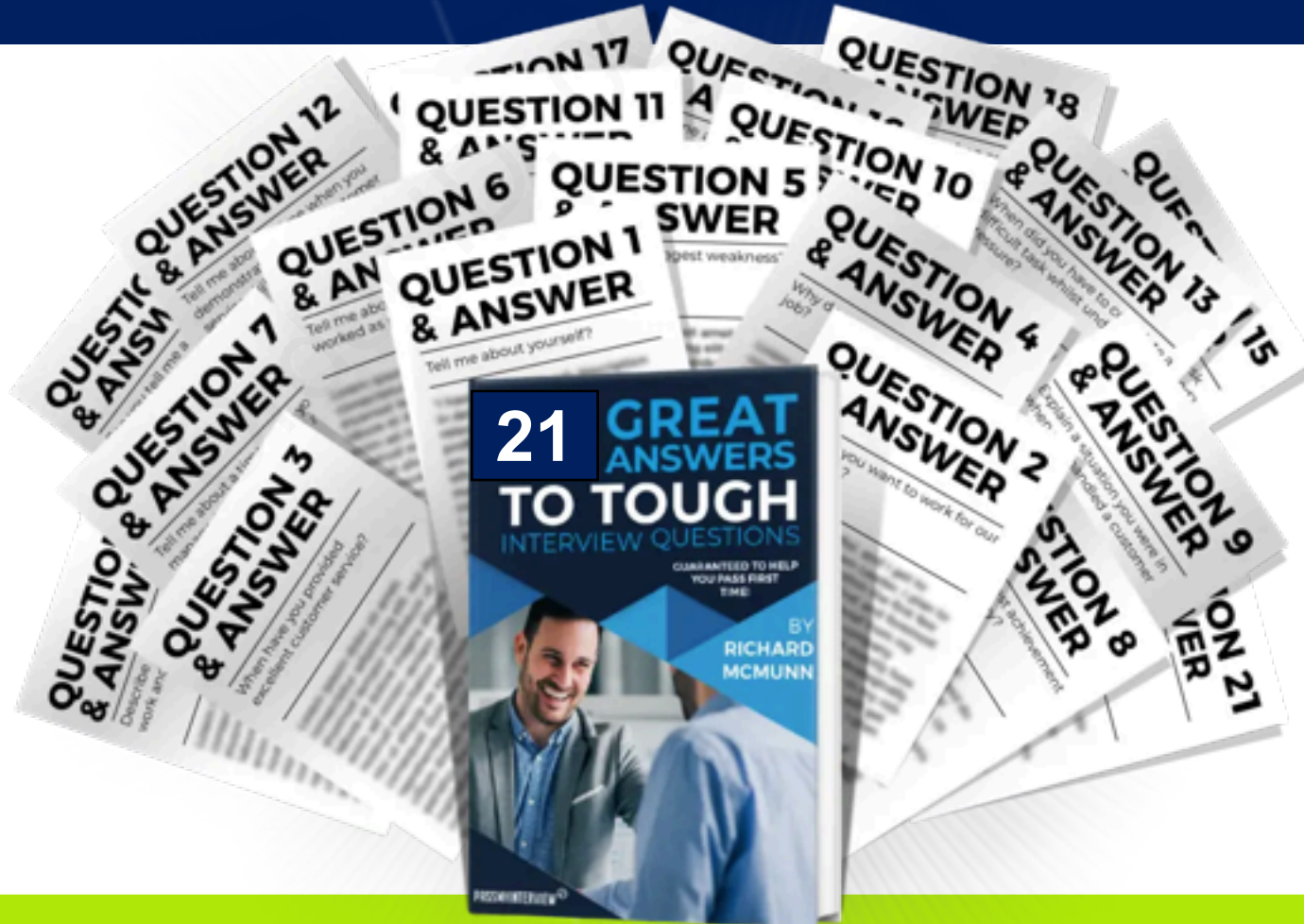
Q6. What do I do if I don't have any work experience?

- ✓ **Don't worry! They have invited you to the interview based on your resume.**
- ✓ **Focus on your strengths, skills and qualities.**
- ✓ **Tell them you are a blank canvas, and they can train you up to be the perfect employee!**

Q7. I'm nervous! What advice can you give me?

- ✓ **Being nervous is natural. If you weren't nervous, you probably wouldn't care about the job!**
- ✓ Remember – the worst that can happen is you don't get the job! There will be other opportunities.
- ✓ **Take deep breaths, smile and be positive!**

DOWNLOAD MY 21 GREAT ANSWERS TO TOUGH INTERVIEW QUESTIONS!



www.PassMyInterview.com