



Nail. Your. Next. Interview.

Proven strategies for success.



Introduction

As a recruiter in South Africa, I've seen it all – from candidates who stand out effortlessly to those who struggle to make a lasting impression. **Let me tell you something:** interviews are not about luck – they are about preparation, confidence, and understanding what employers truly want.

In a competitive job market, where top talent is constantly vying for the same positions, your ability to shine in an interview can make all the difference. It's about more than just answering questions – it's about **showcasing your unique value, your passion, and your potential.**

This guide is designed to empower you with the essential tips and tricks that will transform your approach to interviews. Whether you're a first-time job seeker or a seasoned professional looking for your next career leap, these strategies will help you step into every interview with confidence, poise, and the undeniable ability to make a lasting impact.

Get ready to unlock the secrets that will not only help you ace your next interview but also set you on the path to securing your dream job. **Your future starts now.**



"An interview is about **more** than just answering questions."



Honesty.
Fairness.
Consistency.

Tip sheet

ENSURING YOUR SUCCESS

An interview is **more than just a Q&A** – it's your opportunity to demonstrate your professionalism, preparation, and enthusiasm for the role. By focusing on the finer details, like arriving early, addressing the interviewer by name, and asking insightful questions, you show that you're not only qualified, but also genuinely interested in the organisation. Each step, from your initial handshake to your follow-up note, leaves an impression. Stay confident, stay authentic, and most importantly, stay engaged throughout the process.

NUMBER 1

Preparation & Professionalism

1. Be on Time:

Arrive 10-15 minutes early. Often, interviewers are ready before the scheduled time.

2. Know the Interviewer's Name:

Ensure you know the interviewer's name, spelling, and pronunciation. Use it during the interview. If you're unsure, call ahead and ask the secretary for the correct details.

3. Prepare Questions:

Have a list of thoughtful questions ready. This shows that you've done your research and are interested in the role and the company.

4. Bring Necessary Documents:

Resume, transcript (if relevant), organised for easy access.

5. Carry a Pen and Notepad:

Have a reliable pen and a small notepad; jot down notes afterward, not during the interview.

Tip sheet continued...

NUMBER 2

Communication & Rapport

1. Greet with Confidence:

Handshake, smile, and maintain eye contact.

2. Acknowledge Your Nerves:

Don't be embarrassed if you're nervous. Focus on skills and willingness to learn.

3. Listen Carefully:

Ensure you fully understand the question. Clarify if needed; answer clearly and stay on topic.

4. Be Honest:

Stick to the truth. Lies or exaggerations will harm your chances.

5. Watch Your Grammar:

Speak clearly and accurately.

STAR Method

Use STAR Method for Behavioural Questions:

S – Situation: Set the scene.

T – Task: Explain your responsibility.

A – Action: Describe what you did.

R – Result: Share the outcome (use numbers if possible).

Example:

"In my previous role, our team faced delays in a client project (S). I was responsible for coordinating tasks and improving efficiency (T). I implemented a new tracking system and held daily check-ins with the team (A). As a result, we completed the project two weeks ahead of schedule, and client satisfaction improved by 30% (R)."

And finally!...

NUMBER 3

Closing & Follow-Up

- **1. Be Professional About Past Experiences:**
Never speak negatively about previous employers or colleagues.
- **2. Prepare for Personal Questions:**
Handle them with composure and professionalism.
- **3. Wait for Salary Discussion:**
Only bring up salary if the interviewer does. Research pay scales beforehand.
- **4. Multiple Interviews Are Common:**
Don't expect an offer after the first round.
- **5. Close on a Positive Note:**
End enthusiastically, ask next steps, thank the interviewer, and express interest



Bonus Quick Tips: Interview Quick Guide:

Before the interview:

- Research the company: mission, products, culture.
- Understand the role and key requirements.
- Prepare STAR stories from past experiences.
- Dress professionally and practice common questions: "Tell me about yourself," "Why this role?"

During the Interview

- Greet confidently, smile, make eye contact.
- Listen carefully before answering.
- Use STAR method for behavioural questions (see example above).
- Be concise but detailed; show enthusiasm.
- Ask questions about the team, growth, or culture.

Common Question Types:

- **Behavioural:** Use STAR, focus on actions & results.
- **Situational:** Show problem-solving & logical thinking.
- **Skills / Competency:** Be specific about tools or processes.
- **Motivation / Cultural Fit:** Explain what drives you & your ideal environment.

Watch Out For:

- **Avoid blaming** others or giving vague answers.
- Stay professional; **don't speak negatively about past employers.**
- Show interest in the role, not just salary.

After the Interview:

- **Reflect on what went well & what can improve.**
- **Respect the timeline and follow up with the recruiter if needed.**

**You've.
Got.
This.**

TOP TIP: Knowing the company + STAR stories = instant confidence boost!



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