

PREPARING FOR A JOB INTERVIEW.

By Gay Wardle

Whether it is the first time or the tenth time, job interviews can be a very daunting experience. Preparation is an essential key element to winning the job and gaining employment.

So how do you successfully prepare for an interview? I have compiled a list of useful tips that could help you land that dream job.

Confidence - Although it is natural to feel nervous, potential employers will be impressed if you display confidence. You will feel more confident if you possess expert knowledge about the role you are applying for and you demonstrate an awareness of the values held by the clinic where you are applying to work. Do your research about the clinic prior to the interview. Study their website, explore their social media platforms, know their treatments and read their client testimonials. Think about how you can add value to the clinic, treatments and clients and share that in your interview.

Strengths and Growth Areas - During the interview, it is highly likely that you will be provided with the opportunity to share your professional strengths and the areas where you require further professional development. Be honest about this, however when discussing areas that require further professional development, share your plan on how you intend to upskill yourself. We should always be on a journey of continuous learning and by demonstrating your self-awareness regarding your own journey, you are showing your future employer that you are committed and dedicated - two especially important attributes.

Professional Appearance - This is a must. Your potential employer will be making observations about you from the very first moment of meeting you so impress them by looking professional. **DO NOT WEAR JEANS and THONGS.** You want this job, so demonstrate this through your personal presentation. A little tip is to wear clothing that assimilates with the clinic colours and uniform. Make sure your hair is neat and tidy and your make-up is appropriate.

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Punctuality – Arrive at least 15 minutes earlier than the scheduled interview time. Put your phone away and use the time while waiting to observe the atmosphere of the clinic and the business that is being conducted. These observations may help you during your interview discussion.

Through the research you have conducted prior to the interview, you will have an idea on whether you want to work for that business or not. It is absolutely vital that you apply for the position because you want to work in that business, not just to have a job. Apply for the job that is for you as that will lead to job satisfaction.

Breathe – Prior to the interview take some deep breaths or engage in breathing techniques that are designed to help you relax. Breathing will help you to calm those nerves. You've got this!

Always be polite and thank the interviewer for taking the time to see you. It's just good manners.

Be prepared and ready for questions that might be asked throughout the interview process. I have listed some common questions here for you. You should also have questions prepared to ask your interviewer. Remember every interview is completely different and you need to adapt accordingly.

Questions from the Interviewer:

Q1. What has driven you to apply for this position?

Q2. Tell me about a customer experience that you have had that made you feel good and tell me about a bad experience? How did you feel both times? How did you respond both times?

Q3. What does it mean to you, to be part of a team?

Q4. What does working in a team environment mean to you?

Q5. Do you set goals for yourself? if so, would you like to share one now?

Q6. A client was not happy with the service you provided and made a complaint to management. How would you react to that?

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Q7. How would you handle conflict with a team member? How do you manage difficult conversations?

Q8. Do you understand KPIs? What is your view regarding targets?

Q9. Tell me about a long-term goal you have for working in this industry?

Q10. How do you feel in regards to further education?

Q11. Tell me about some challenges you see yourself having with this position and how will you overcome these challenges?

Q12. What are your greatest professional strengths and weaknesses?

Q13. Tell me about a successful project you participated in. What was your role, and why was it a success?

Q14. What do you know about our business?

Some questions that you can ask as the Interviewee:

Q1. What are you looking for in an employee?

Q2. What can you tell me about this role that was not in the job description?

Q3. Based on our conversation today, do you think I would be a good fit for the position?

Q4. What is your timeframe for notifying the applicants regarding the success of obtaining this position?

Finish the interview by saying thank you and when you leave, do so with a smile. Mentally congratulate yourself for being present at this interview. You should be proud of yourself.

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