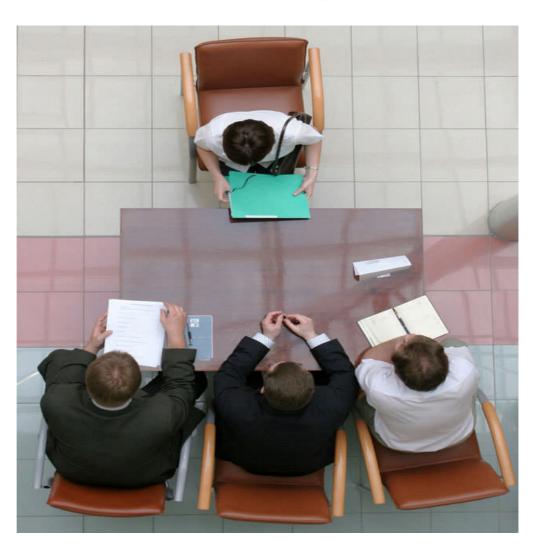
Interview Guide





A. F. FERGUSON & CO.

Chartered Accountants a member firm of the PwC network

Tips for a successful Interview

An investigation may take six months. A quick interview, profile, a day.

Interview, Don't clamor for an interview. Instead search for the INNER VIEW."

	DO (0 0)		DON'T
BEFO	ORE THE INTERVIEW		
✓	Research about the Firm	×	Arrive late
✓	Prepare for questions	×	Reach unprepared for questions
√	Be punctual, reach 15 minutes before scheduled time	×	Take the opportunity for granted
✓	Ask about the "Dress Code"	×	Go empty stomach
√	Wear a cologne to feel good	×	Wear untidy shoes
✓	Wear comfortable and tidy shoes	×	Dress casually and untidily
DUR	ING THE INTERVIEW		
✓	Greet the interviewer with a smile	×	Get nervous, worried and tense
√	Be enthusiastic and positive	×	Being dull and lazy
✓	Maintain reasonable eye contact	×	Lean on the chair or slouch
✓	Carry and maintain proper body language	×	Become too intimate
√	Be confident	×	Use slang or jargons
√	Believe in yourself	×	Forget to switch off the mobile phone
√	Be attentive	×	Speak too loud or too low
√	Sit straight	×	Fail to match communication styles
√	Be relaxed and think positively	×	Rush through giving answers
✓	Maintain medium voice tone and pitch	×	Exaggerate about yourself
✓	Take time in answering the questions and give concise answers	×	Poor handshake

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	DO		DON'T
√	Speak up and speak clearly	×	Ignore the sound of silence
✓	Mention your achievements	×	Expect career coaching
✓	Support your skills with examples	×	Ask for insider information
√	Be honest	×	Request special treatment
√	Know what you offer	×	Ask about remuneration and other benefits etc
√	Sell yourself	×	Try out a new shortcut or investigate an Unfamiliar area
√	Bring up a weakness	×	Use verbal ticks i.e. skip the fillers – umm, like, You know
AFTI	ER THE INTERVIEW		
√	End on a positive note and deal with the closing notes as well	×	Stop searching for other options
√	Face the feedback	×	Think its time wasted- it's a new learning experience
✓	Follow up	×	No thank you note or greeting
✓	Emotionally prepared – right mood leads to best performance	×	Get disappointed
√	Thank the interviewer	×	Forget to toot your own horn!

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Thought starters

- ♣ You don't have the time to experiment with being interviewedonly poor performers get lots of interview practice.
- Don't be afraid to ask! Information helps to relieve the anxiety and trepidation we all feel approaching the unknown.