



Interview Tips

We recognise that we are only as good as the people we attract and put to work on our client's challenges. So if you are you self-motivated, driven by success, passionate and positive with excellent skills? Then you should seriously be thinking about joining our world of unique challenges. We're pretty discerning about who we place and recommend, we need ambitious and competitive individuals to share in our success.





Interview Tips

What will they ask me?

By clearly understanding the role of the interviewing panel of the company you will have an idea of some of the questions that they are most likely to ask. The Human Resources representative will most likely focus on questions relating to attitude, personality, and ability to fit into the company's culture, while the Line Manager is more likely to focus on your technical skills and your ability to do the job.

Some companies opt to make use of psychometric testing in the interviewing process. Don't let this unnerve you. These tests are used only to assess your level of skill. They are not there to catch you out!

Questions the interviewing panel could ask:

- What do you know about our company?
- Tell me about yourself? Caution: Briefly describe your career to date, highlighting your achievements.
- What is the most difficult situation that you have had to face and how did you handle it?
- How would you add value to our company?
- Why do you feel that you are right for this job?
- How do you handle confrontation?
- What has been your greatest triumph and why?
- What has been your greatest disappointment and why?

Questions you can ask:

- What is the biggest challenge this position offers?
- How do you think that I could add the most value to the team?
- How can I improve on the delivery of the person who held this position before?
- What are the necessary skills and expertise to ensure success in this job?
- What is the first aspect of the job that I will be solving?
- Are there any set criteria for promotion - or are promotions purely merit based?
- What are your future growth plans for the division/company?
- How do you measure performance?

Which is better? A professionally created CV or a "home-baked" one?

Professional CV's, while generally nice to look at, are often an unnecessary expense. Both agencies and client companies examine how you put your CV together to get an idea of the type of person that you are. Rather spend time creating your own CV - including as much relevant information as possible.

Helpful Hints

- Agencies will generally retype your CV in their own format, using all of the information that you have provided. This is merely to keep the 'look and feel' of an agency's offering complete.
- Keep your CV as simple as possible - include all important information, but don't waffle.
- Always include your contact details. There is nothing more frustrating than finding a good candidate CV and having no way of contacting the person.
- Don't include any graphics. Most corporate networks block emails over a certain size - or those containing graphics.
- Try not to fax your CV. Faxes are often impossible to read.

How should I dress?

Professional and conventional always goes down well even if the company's dress code is casual. Taking time over your appearance gives the right impression of your attitude.

Helpful hints:

- Don't wear brightly colored suits - a dark suit and tie are best.
- Don't wear a comical or joke tie - stick to solid patterns and colors.
- Don't wear white socks - dark, preferably black, is best.
- Don't wear an extremely short skirt or low cut top - it's important to look professional.
- Don't wear scuffed and dirty shoes - polish your footwear before the interview.
- Don't wear excessive jewelry - this includes nose and earrings
- Understand the environment and offer to tame unruly hair if the situation warrants it.



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How should I handle a Panel Interview?

We all know how it feels arriving for an interview, nervous, but outwardly calm - only to be faced with a whole room full of people, all firing questions at you at the same time. There is an advantage to this. A panel interview often means a shorter interview process - and a quicker decision.

Helpful Hints

- Introduce yourself to, and shake hands with, each panel member at the start of the interview.
- Listen to each question carefully and take time to consider your answer before speaking.
- Maintain eye contact with the person asking the question and complete your answer before moving on to the next question.
- If you have not heard a question clearly, ask for it to be repeated. Don't try to answer questions that you have not heard clearly.
- Shake hands with, and thank, each panel member at the end of the interview.

What should I do at the end of an Interview?

The interview has gone well. You're interested in the position and the panel or interviewer has given you positive signals. How do you end the interview?

Helpful Hints

- Always shake the interviewer's hand firmly and thank him or her for taking time to interview you.
- Express your interest in the position. Interviewers are often not able to gauge your levels of interest properly, particularly if you are nervous. People like to be liked - and interviewers are no exception. Mention that you would be interested in taking the process further.
- The interview is not over until you have left the premises. Be polite to the receptionist and security gate guard - they will mention rude behavior to the decision maker.

Should I follow up with the client after the interview?

When you have chosen to be represented by an agency, do not phone the client - unless you have been given permission to do so by your consultant.

Endless calls from different sources (the agency and the candidate) will annoy the client and will potentially ruin your chances of landing your dream job.

Leave feedback and negotiation up to the consultants. They are well aware of your needs - which they will have probed during your interview. They will get you the best deal possible.

Consultants are always available to you. Call them with any questions, issues or problems.

Salary terms

Cost to company - The price your company pays annually to employ you. Cost to company includes your cash package, your car allowance, the total cost of your medical aid and pension - including your company's contribution, any other allowances - including petrol and cell phone, cost of your study bursary. The list is endless and all things must be considered.

Nett salary - Your after-tax salary.



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What do I do if a counter offer is made?

The real reasons that made you to start looking for a new job in the first place don't suddenly go away because you have been made a counter offer that earns you a better salary or are reporting to a new manager. Changing jobs is an important decision to make - and one that you should put a lot of thought into before you start your job search. Discuss - and try to resolve - any outstanding problems with your current manager. Leave no room for a counter offer to be made.

Counter offer rules:

- Everyone gets counter offers. A counter offer is not a unique experience - it's an opportunity to stall the inevitable.
- Counter offers are not about you. They are about your manager and his bonus, your company and their retention issue.
- Accepting a counter offer breaks the trust relationship between you and your current company. This is not easy to mend and this break will always cast a shadow across your whole career with the company. If the urge to accept a counter offer hits you, keep clearing out your desk and look forward to the road ahead.

What do I do if I change my mind about a job I've already accepted?

This situation shouldn't occur if you have taken time over your decision to join the company, however, if it does, be honest and courteous. Reputations are masked very quickly if you chose not to turn up on your proposed start date. In some cases it may also be illegal.

The business community irrespective of the industry is small and reputations are made - and broken - quickly. Remember that your new employer has made provision for you in the business plans before you start. It is necessary to phone both the agency and your prospective employer as soon as you start having second thoughts.

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