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# *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



DON'T



## BEFORE 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      |

## DURING 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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- |                                     |  |
|-------------------------------------|--|
| ✓ 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 |

### **AFTER 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!                         |

### **Thought starters**

- ✚ You don't have the time to experiment with being interviewed- only 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.