



TACTFULLY

# A guide to level up in a job interview

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BY RUTH MTHEMBU

Communications Specialist

# The Do's and Don'ts

Handle your interview with success by taking note of the following tips

The Do's:

Use plain and simple language when answering questions. Shy away from jargon and technical terms unless you're absolutely sure of the meaning. Do you know where the danger is? I'll tell you - it's located in foolishness when you think you know the definition of a technical term, and you quickly learn that you don't.

Ask the interviewer to repeat a question that you do not understand. If you are unsure, rephrase the question in the manner in which you understood it and then ask the interviewer for clarity, to confirm if that is what the question meant.

When answering questions, keep your sentences short and to the point. Always find a way to indicate that you have finished answering the question so that the interviewer can proceed, or engage you further on the answer you have given.

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## Do not ignore this page! Take note of the "don'ts"

### The Don'ts:

Don't rush to answer the question without giving it some thought. The interviewer knows that you are human (let's hope), and should understand that you need some time to assemble your thoughts.

Don't exaggerate your current salary in the hope that your desired salary figure will be met. Remember, an experienced interviewer will probably be able to figure out what your estimated salary is.

If you are highlighting a negative experience that you may have faced in your previous job, don't dwell on it for long. Instead, end your point off by briefly stating the positive lessons you have learned from that experience, and the skills you may have developed as a result.

Don't sell yourself short! Avoid being apologetic in your answers, for example, don't say "I only have 6 months' work experience". This may make the interviewer think that you are under-qualified. Instead, focus on pointing out the skills you have been able to sharpen or develop in that period and state that those skills will provide a good foundation for a more challenging role.

## If you can only remember two things from this section:

- ✓ Answer your questions plainly and simply, and keep your sentences short and interesting.
  - ✓ Don't rush through your answers. Take time to think about your answer.
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# Common Interview Questions

1. Why do you want to work for this company/organisation?
2. What has been your greatest achievement in your career so far?
3. Tell me about your strengths and weaknesses in the work that you have done.
4. Why did you apply for this role?
5. What did you like the most and the least about your last job?
6. Why do you think you would excel at this particular job?
7. Tell me a bit more about your hobbies.



*If you wouldn't write it  
and sign it, don't say it.*

- EARL WILSON

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## EXERCISE #1

# Your Tools & Resources

Complete this checklist ahead of your CV submission and job interview

### CHECKLIST #1

- Did I check my CV for spelling and grammar?
- Are my contact details and those of my references, correct and updated?
- Have I submitted any other documents or assessments required from the company?



### CHECKLIST #2

- Am I appropriately dressed for this interview?
- Do I know the physical address of the company/organisation ahead of my interview?
- Have I sent a follow-up email thanking the interviewer for the opportunity?

## EXERCISE #2

# Understanding Interview Jitters

It is perfectly normal to be nervous about a job interview. It is not healthy to be overwhelmed by it. Now that you know you have the jitters, what can you do to prepare for such a time? Answer the questions below, as you learn more about yourself.

1. What am I most nervous about when it comes to job interviews?

2. What helps me to calm down ahead of an interview?

3. Words of affirmation to remember ahead of my interview:



# Thank you!

I hope that you have found this guide useful. It is the first of many in the journey of mastering the art of communicating professionally.

Here are some more useful video resources that will assist you in getting through your interview jitters:

[3 Mindset tricks to calm interview anxiety](#)

[How to be confident in interviews](#)

[Interview Question: "Why did you leave your last job?"](#)



## Do You Need More Help?

Pop me a message on my website. I am more than happy to organise a session with you. Let's get you well on your way to mastering the art of communicating professionally.

[www.tact-fully.co](http://www.tact-fully.co)

