



## **TIP SHEET**

# **PRACTICE MAKES PERFECT**

Job interviews are stressful.

There's a lot at stake, whether you're applying for a new job or trying to make sure your employer knows what an amazing asset you are. But there is one thing that can help you feel more confident and competent, and that's practice!

Practicing for your interview will help you feel comfortable during the interview, enhance your interview skills, and improve your chances of getting a job offer from the company. If you take the time to practice before your interview, it will be easier to stay calm and collected when the real interview comes around.

### **Your Tips for Getting the Most Out of Your Practice Sessions**

#### **PRACTICE YOUR INTERVIEW QUESTIONS**

Practice all the interview questions you have built as you have worked through this toolbox by answering each one out loud. It's important to practice out loud so you get used to verbalizing your answers and become more comfortable speaking. Not just that, it helps you commit the main points of your answer to memory.

#### **USE FLASHCARDS**

Record question examples on flashcards and shuffle them. Get comfortable with answering questions in different orders and memorize the key points of your answers better.



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### **RECORD YOURSELF PRACTICING**

Take some time to record your answers by video and review your performance. Assess your body language, tone of voice, eye contact and stuttering. For more information on how to demonstrate confident body language check out the PRACTICE section of the toolbox.

### **DRAFT IN THIRD PARTY HELP**

Don't just ask your friends or family members for feedback on your answers—have them ask you questions and then go over your responses. It may be a little awkward at first, but once you get used to it, it'll be so helpful in pinpointing what you could improve upon, and it'll also help you feel more comfortable talking about yourself in general. Having a third party provide feedback is a smart way to discover areas you could improve upon which you may not have picked up on yourself.

### **SET THE SCENE**

When you carry out a practice run, set up a space for the interview. Have a chair on either side of a table, as you would in a face-to-face interview. Or, if you are practicing for a video interview, get on your laptop and practice using a conference calling platform.

When you carry out a rehearsal, not only do you build your confidence and familiarity with the interview process, but you also iron out any kinks that you may not have noticed before, so take the time to carry out a rehearsal or two, so that you can walk into your interview calm and confident.