

Successful Interview Tips

- Be prepared by reviewing the job ad and/or job description carefully.
- Obtain a copy of the job description from the Ministry HR office. Ministry HR office contact information can be found [here](#).
- Research the Ministry before the interview. Ministry overviews can be found [here](#).
- Anticipate what questions may be asked and plan how you will answer.
- Think about questions that you want to ask the interviewer(s) before you get to the interview.
- Be early.
- Listen carefully to the questions and answer them fully.
- Ask for clarification if you don't understand a question.
- Be specific in your answers.
- Admit if you don't know the answer to a question; don't try bluffing your way through.
- Present yourself professionally by dressing appropriately.
- Speak clearly.
- Maintain eye contact with the interviewer(s).
- Show enthusiasm; smile.
- Have a list of references available, including addresses and phone numbers, if they were not included with the resume.

Good luck in your job search!