




## **How to Prepare and Succeed in Your Job Interview in New Zealand**

Looking for a job in New Zealand? Preparing well for your interview is very important. Here are some easy tips to help you feel confident and ready — whether your interview is in person or online.






### **Before the Interview**



#### **Know the Company**

- Visit their website 
- Learn about their values 
- Understand the job you applied for 



#### **Practice Common Questions**

- “Tell me about yourself.” 
  - “Why do you want this job?” 
  - “What are your strengths and weaknesses?” 
- ✓ Practice your answers out loud!



#### **Prepare Your Documents**

- Bring your CV, certificates, and references 
- Have digital copies ready for online interviews 

#### **Dress Smartly**

- Wear neat, professional clothes  
- Even for online interviews, dress well!

#### **Plan Your Journey**

- Know where the interview is 
- Arrive 10–15 minutes early 



# During the Interview

## For In-Person Interviews



### Greet Politely

- Smile 😊
- Shake hands firmly 🤝
- Say “Good morning” or “Nice to meet you” 🌞



### Listen Carefully

- Answer clearly 🎯
- Ask for repetition if needed 🔁



### Be Honest

- Share your true experience and skills 💬 ✅



### Show Enthusiasm

- Smile and make eye contact 👁️
- Let them know you want the job ❤️



### Ask Questions

- “What are the next steps?”
- “Can you tell me more about the team?” 👥

## For Online Interviews



### Check Your Technology

- Test your camera, mic, and internet 🎧 📶
- Use headphones if possible 🎧



### Choose a Quiet Place



- Find a quiet, well-lit spot 💡 😊





### Look at the Camera

- Feels like eye contact 👁️

### **Speak Clearly**

- Talk slowly and clearly 
- Don't talk over the interviewer 

### **Stay Focused**

- Don't check your phone or look away  

## **After the Interview**

### **Say Thank You**


- Thank the interviewer before leaving or ending the call 


### **Follow Up**


- If you don't hear back after a week, it's okay to send a polite email asking for an update



## **Bonus Tips**

 Be confident but humble

 Practice your English

 It's normal to feel nervous — take deep breaths and stay calm

**Goodluck!** 