

# Interview Topping Tools

**Winning that dream job** may not be as difficult as you think if you have the right tools that can help you during the interview process. After talking to thousands of candidates and employers, Timesconsult has pinpointed the right gear that will put you on track to success!

## Mind the Mind

The most important tool to bring to any interview is of course your brain. Be yourself, be truthful, be knowledgeable and as importantly, be enthusiastic, and you will be ahead of your competitors in the heart and mind of your future employer.

## Paperwork Ready

Always have your credential ready. Make sure you take with you copies of your CV, professional and academic qualifications, work experience documentation, portfolio of work done and other documents that a potential employer may ask to see. Being prepared is always an advantage.

## Dress Up, Not Down

Casual may be in since the tech boom. But here in Malaysia, what you wear to an interview is a reflection of your professionalism and commitment. Even if it is a junior level position, coming in with a tie if not a suit may have lasting, positive impression on your future employer.

## The Bottom Counts Too

Shoes are often the most overlooked gear when it comes to preparing for an interview. As they say, first impression counts and employers normally get their first impressions from a candidates shoes. Dirty, worn out shoes do not say 'hardworking' but in actual fact, the opposite!

## The Mighty Pen

Interviews today, especially for senior positions, may likely require a candidate to fill up forms and participate in various intelligence and attitude tests. Asking for a pen or pencil may be a tick in the negative for you. Employers also like to see that their potential candidate is ready to take notes and be ready to work.

## It's In the Timing

Interviews do not go by Malaysian time. Being late for an interview, regardless of the excuse, is a big no-no to recruiters and potential employers. Be on time and if you are going to be late, at least call ahead.

## Surf & Research

Information is now at the tip of your fingers. Take a break from FB-ing and look up your potential employer on the net. Employers appreciate candidates who are well-informed about the organisation and even more so if the candidate is aware of how he or she can contribute to its success.

