



## TIPS FOR A SUCCESSFUL INTERVIEW

I've interviewed hundreds of people over the years. So, what do I look out for when I'm employing new staff?

Well, firstly, I'm looking for people who can get their ideas across to others effectively; in other words, people who have good <sup>1</sup>\_\_\_\_\_. Of course, to be able to do this, they also need to come up with good ideas and that means having <sup>2</sup>\_\_\_\_\_ thinking skills as well.

Anyone with both of these qualities will probably work well with others and be good at <sup>3</sup>\_\_\_\_\_, which is very important. Of course, all companies want their employees to have <sup>4</sup>\_\_\_\_\_ skills, not only with colleagues, but with clients, too.

Finally, if people aren't <sup>5</sup>\_\_\_\_\_ or aren't able to work well under <sup>6</sup>\_\_\_\_\_, then they don't make good employees. To be good at <sup>7</sup>\_\_\_\_\_ is as much a skill as anything else.