

## **Interview Skills and Preparation**

### **Getting ready for an interview**

It is quite natural to feel nervous about going for an interview. Doing some preparation before the event will help steady your nerves and give you confidence a boost.

It is always safe to assume that other candidates will also be interviewed so you need to be the best. By preparing properly you can be better than everyone else! Don't worry if you don't get offered the first job you are interviewed for. Interviews take practice.

- Confirm you will be attending the interview – write or phone
- Research the employer and make notes about the business
- Make sure you know how to get there. You can always do a practice run beforehand
- Know who is the person who you are meeting and check the time.
- Check through your CV/copy of your original application form to remind yourself of your experience/qualification
- Read through the job description one more time and link this into your own experiences. You may be asked to talk about these in the interview.
- Think about your interview clothes. No jeans or trainers. You need to be dressed smartly. First impressions are important.

### **On the day of the interview/during the interview**

- Get to the interview 10 minutes early
- Relax! The interviewer could be just as nervous as you
- Smile and be friendly when you arrive
- Give your interviewer a good handshake and make eye contact throughout the interview
- Sitting up straight shows you are alert and interested
- Uncrossed arms show you are not defensive, crossing them can make you look and feel tense.

## **Possible Questions you may be asked**

- “Tell me about yourself”. Keep this brief and focus on your current situation and why you applied for the job
- “Why would you be well suited to this job?” Give examples of your skills (e.g. using a computer, good at practical work, I get on well with people)
- “What work experience have you had?” Give as many examples as you can remember. Think about what you did, what you learnt and how well you got on with other colleagues.
- “Why do you want to work for us?” This is where you can talk about your interest in the industry, if you heard good things about them as an employer or any other reason that you think of.
- “Do you have any questions for us?” Always ask a question! You could ask about the hours or will there be an induction? If the employer has answered your questions during the interview you can always tell they have done so.

## **At the end of the interview**

- Thanks the interviewer for their time.
- Ask for feedback and learn from it for the next interview.
- Apply for some more vacancies
- Ask for help from family and friends and also the Careers Adviser in school.