

Top 10 tips for an interview

Interviews can be nerve racking even for the most confident people. Here are a few tips that can help you focus on the interview and a few hints on what not to do.

1

Who are they?

Some companies will send information about the organisation, which is always wise to read before you go to the interview. It will give you an insight into the company ethos and may help you prepare. Check company websites also as these can offer tips on assessments and what to expect on the day.

2

Know your style!

It is useful to know what type of interview you may be expecting ie 1-1 , panel or group so that you don't get overwhelmed when you arrive.

3

Prepare!

Get a copy of the full job description and highlight the main duties of the job. Think about the types of questions they may ask such as what skills you can bring to the job role. Try to draw comparisons from your current / last job role and how you can transfer those skills from one job to another.

4

Location, location!

Find out in advance how to get to the company, and make sure you arrive in plenty of time. Take your interview letter with you if you have one and copies of qualifications etc.

5

Think of Examples!

It is useful to think of examples of where you have demonstrated your skills. If you are applying for customer service jobs it is useful to think of examples of where you have delivered excellent service in your previous job.

6

Strengths and Weaknesses!

As well as examples of questions think about what you are particularly good at. Also consider your weaknesses but also how you have overcome them, such as improving your Maths by brushing up at a college.

7

Practice!

If you have not had an interview before or it has been a while since your last one, it may be a good idea to do a 'mock interview' with a careers adviser or a friend if you prefer.

8

What to Wear?

Think about what clothes you will wear on the day. Be conservative if you are unsure of the dress code, but be sensible don't wear a suit to a farm!

9

Anything Else?

It looks good to have a few questions prepared. Don't just ask about holidays and salary but ask about busy periods, who would be your line manager etc.

10

Follow it Up!

If you are not successful, ring the company and get feedback. It could be that the competition was high, but they may also give you some tips on where you could improve for next time.

A few no-no's!

- Slate your old boss/ job
- Give yes / no answers
- Slouch on chair
- Be untidy
- Be late
- Smoke
- Chew gum
- Waffle or talk too much
- Look down at the floor and fidget
- Act over confident or arrogant
- Be over familiar or make jokes

