

Top 10 Tips for Interviews

Before the interview

1. Research the company and find out about them
2. Think about the questions the employer may ask you? Prepare answers
For example
“What skills and experience might you need for this role?”
“Why are you interested in this position?”
3. Organise a suitable outfit for the interview

Format of the interviews

Interviews can be conducted...

- In person at the work place
- Over the telephone
- Virtually for example over Skype or Microsoft Teams

On the day

4. Make sure you know where you are going and set off in plenty of time
5. Organise any information or documents that has been requested for example qualifications, national insurance number, ID such as Birth Certificate
6. Make sure turn your phone off before going in to interview.
Do not pull your phone out during the interview

During the interview

7. Stay calm and think about your answers
8. Always give eye contact to those interviewing you
9. Believe in yourself and do the best you can
10. Usually at the end of the interview the interviewer will invite you to ask any questions you may have, one question you could ask is “When will I find out if I’ve got the job”