

Interview Preparation

Things to remember going for that job interview.

What to take on the day:

- Telephone number of the company/college in case you are delayed.
- Bus/train timetable if using public transport.
- Money
- Spectacles (if you need them)
- Handkerchief/tissues
- Hair brush/comb
- A copy of your application/CV (in a file/small bag/envelope)
- *Don't bring parents, family or friends!!*

What to Wear

- Look smart and neat.
- No extreme fashions.
- No extreme make-up.
- Look clean and tidy.
- Clean hair.
- Clean shoes.
- Smell nice (not too much!)
- Look reliable, sensible.
- Small amount of jewellery (women)
- No jewellery, except rings (men). *Some people are put off by earrings, etc. on men, no matter how fashionable they are.*

Interview Etiquette

- Enter the room politely.
- Wait to be offered a handshake.
- Wait to be offered a seat.
- Sit up straight but look relaxed.
- Don't slouch.
- Don't chew gum.
- Control nervous movements and gestures.
- Look at the interviewer.
- Listen carefully to questions.
- Think before you answer and continue thinking while giving your answers.
- Wait to be invited to ask your questions.

Task

Write an account of a job or course interview that you have done in the past.

Include these points:

- Name of job or course.
- When you did the interview.
- Where you did the interview.
- What you wore.
- Who interviewed you.
- Questions you were asked.
- How you answered.
- How you felt during the interview.
- How you felt after the interview.
- The result.....were you successful?

