

Preparing Yourself for an Interview

An interview can be very difficult and make you feel very nervous. It is important to prepare very carefully. Here is some advice on doing a good interview.

Appearance

- Wear smart, tidy and comfortable clothes. Then employers can see that you are an organised person.
- It is usually wise to be careful and dress conservatively.
- Do not wear sports clothes or trainers.
- Make sure your hair is clean and well brushed. Long hair should be tied back.
- Do not wear a lot of jewellery.
- Shoes should be polished. Do not wear high heels unless you can walk in them.
- Do not use strong perfumes/aftershaves or deodorants.
- Nail polish should be fresh – not broken or chipped.

Preparation

- Before the interview try to learn some information about the company. You can do this by looking at the company website, or ringing and asking if there is written information available on the company or organisation.
- Think carefully and try to remember everything you can about all the jobs you did before this interview.
- Think carefully about the good things you did in other jobs. Then you can talk about them in the interview.

On arrival

- Double-check the address. Plan your journey the night before.
- Arrive early. Give yourself plenty of time to find a car parking space and get into the building without rushing.

- Check your appearance in the mirror before the interview to make sure you are presentable.
- Have a spare copy of your CV and any original references or academic records.
- Greet the interviewers as Ms/Mrs or Mr (listen out for the title) and their surname. Only call them by their first names if they tell you to do so.
- Shake hands firmly.
- If you have a tendency to perspire, give yourself time to freshen up before the interview.

INTERVIEW GUIDELINES

- Do not sit down until you are offered a chair.
- Do not chew gum, or enter the interview smelling of cigarettes or alcohol.
- Do not answer questions with a simple yes or no. Explain yourself as much as possible (without talking on and on!).
- Do not answer a question without thinking about it. It is OK to sit and think about an answer.
- Do not lie. Answer as truthfully as possible.
- Do not say bad things about your last employer(s).
- Do not swear in the interview even if the interviewer does.
- Do not interrupt or talk over the interviewer. Wait until he/she is finished speaking.
- Leave the interviewer with a very clear understanding of what you can offer the job and why you are interested in a job with them.
- Smile, be attentive, and listen, without fiddling.
- Ask them to repeat their question if it was not clear the first time.
- Keep eye contact when you talk, but do not stare.
- Do not have small talk unless the interviewer starts it.
- Do not be disappointed if you are not offered the job at the end of the interview.

ADVICE FOR A JOB INTERVIEW

What do you think are the five most important things you should do **before** an interview?

1. _____

2. _____

3. _____

4. _____

5. _____

What are the five most important things you should or shouldn't do **during** an interview?

1. _____

2. _____

3. _____

4. _____

5. _____
