

INTERVIEW TIPS

You've got an interview - great news! Here are some tips to make you stand out from the other candidates.

1 Preparation

- Make the interview date work for you, even if it means rearranging other commitments. Employers often have fixed interview schedules, and being flexible could be the difference between securing an opportunity or missing out. Some employers include the interview date in the job advert, so make a note of it and keep the day free if possible.
- To prepare for the interview, it's important to:
 - read the job description and person specification carefully and prepare some examples from your experience that match these requirements.
 - prepare answers to typical questions such as:
 - Why are you interested in this role?
 - Why are you interested in working for this company?
 - What are your strengths and weaknesses?
 - Tell me about a challenge you have experienced at work and how you overcame it.
 - research the company's website and social media output
 - review your CV or application form and think about what the interviewer might ask you
- Dress professionally, tidily and appropriately for the role and company culture.
- Give yourself extra time to get to the interview. Leaving early will reduce stress if there are delays and give you a chance to compose yourself, review your notes, and gather your thoughts before the interview begins. Turn off your phone before going into the room!

If your interview is online, check your computer and internet connection is working and be ready to start the interview 5 to 10 minutes beforehand. Make sure you know how to contact the interviewer in case you're running late or have technical issues.

During the interview

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- Don't be afraid to ask the interviewer to repeat a question or explain something further if you don't understand. This also gives you a few more seconds to prepare your answer - but don't do it for every question.
- Refer to your notes or CV if you need to and remember your prepared examples.
- Keep your answers concise and relevant.
- Stay positive and professional. Avoid negative comments about previous employers.
- Ask your own questions and, at the end of the interview, ask when you will hear back to demonstrate your enthusiasm for the role.
- Don't forget to smile!

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After the interview

If you were successful and have been offered the role, congratulations! Before accepting the role, you might want to:

- Ask for confirmation of the offer in writing.
- Confirm a start date and let them know if you have a notice period.
- Discuss work patterns or arrangements, and let them know your salary expectations if you have not already discussed it.

If you were unsuccessful, don't be disheartened. It's common to attend a few interviews before being offered a role and it's all good practice.

- Reflect on some of the harder questions you were asked and consider how your answer could have been better. You can ask the interviewer for feedback which will be useful for next time.

