

What should I do at interview?

Attending an interview can be a worrying experience, but remember, you won't have reached the interview stage if you are not suitable, so consider an interview a compliment.

PREPARATION

Research – finding out about the company

- When was it established? What is its business?
- You might find this information by reading local newspapers or using the library.
- Do they have a web-site where you can check information?
- This type of knowledge may be useful in the interview. It also demonstrates that you have shown an interest in the company.



TRANSPORT

- How are you going to get there?
- If you are using public transport, check on the bus and train times so that you get to the interview on time
- Look at a map for the exact location.
- If you have the post code you can check the location on www.streetmap.co.uk or www.multimap.co.uk
- Make sure you have the company's phone number with you in case you are delayed



APPEARANCE

- Remember employers can have very different standards.
- They are probably meeting you for the first time and are likely to place importance on what they see.
- Think in advance about what you're going to wear. If possible get it all ready the night before
- Look clean and tidy, wear something appropriate and in which you feel comfortable



Preparing questions and answers

There will be many different types of questions, but generally the employer is trying to find out about you as a person, your qualifications, your interest in the job and whether you would fit into the organisation.

You may be asked some of the following?

What did you enjoy doing at school /college / in training?

TELL US
SOMETHING ABOUT
YOURSELF

Have you held any positions of responsibility?

What qualities can you offer us?

Why have you applied for this job?

Why would you like to work for this company?

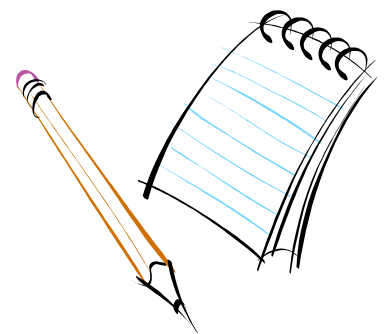
WHAT DO YOU DO IN YOUR LEISURE TIME?

What do you know about this company?

What are your long term career aims?

TAKE WITH YOU

- The letter or interview card calling you for an interview
- The name of the interviewer
- Notebook and pen
- National Record of Achievement
- Any references from employers or training organisations
- Exam certificates
- Examples of your work, if appropriate
- Money for transport, food and emergencies!
- Your mobile phone (if you have one) and the number of the company



The Interview

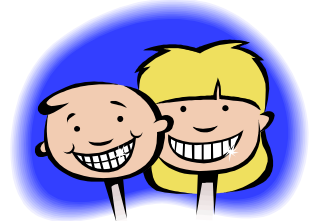


ARRIVAL

- When you get to the reception area give your name and the name of the person you want to see.
- While you are waiting to be seen, check any literature about the company in the reception area. This may provide hints about the company and its future plans.

INTERVIEW TECHNIQUE

- Sit down when the interviewer invites you to
- Sit up straight – don't slouch in your chair
- Let the interviewer ask the first question
- Try to smile during the interview – remember to maintain eye contact.



ANSWERING QUESTIONS

- Speak clearly – do not mumble
- Keep calm
- Try not to answer with just a yes or no, give an explanation to your answer
- Be polite
- Do not interrupt the interviewer
- Listen carefully to the questions – if you do not understand a question ask for it to be repeated
- Be positive!!

QUESTIONS YOU MAY LIKE TO ASK



- What exactly would my duties be at first?
- What are my hours of work?
- What training will I be given?
- Are there any promotion prospects?
- How much would I be paid? Or could you please tell me the salary?
- Will I be able to study for an NVQ?

It may be the case that the interviewer has covered everything during the interview and that you no longer have questions to ask. This does not matter. At the end of the interview it is courteous to thank the interviewer for their time.

After the interview

HOW DID THE INTERVIEW GO?

Think back over the interview, decide what you did well and what you would do differently next time



FURTHER APPLICATIONS

Carry on applying for jobs. Don't be put off if you don't get offered the job. You will become more confident as you apply for more jobs.

YOUR JOB IS OUT THERE!

