

### **Interview tips**

So you’ve been offered an interview - great work!

It’s important to prepare so that you perform as well as possible and showcase your skills, experience, and why you’d be perfect for the role.

Your interview may be face-to-face, over the phone, or virtual. It could take place in an assessment centre with other applicants. However the interview is taking place it’s important to prepare yourself. Here are some top tips.

Before the interview:

Before your interview, make sure you do some research on the employer. In your interview, you will need to show that you understand the company, its sector, and its cultures and values. Showing you understand the business demonstrates you have a genuine interest in working with them.

Take a thorough look at the role, and make sure you can explain why you want the job, and how your skills, qualifications, and experience match each of the requirements set out.

You may be asked questions which ask you to draw on your experiences. Have a think about real-life examples of you showing skills like teamwork, leadership, and problem solving.

Come up with a few questions to ask the interviewer. This makes you look enthusiastic and genuinely interested in the role. You can clarify anything that was unclear in the interview or job description, but avoid just focussing on yourself (don’t ask about taking holiday leave just yet!). Instead, ask about the company and the role. Here are some examples:

* Are there opportunities for progression/training within the company?
* What is the working culture and environment like?
* Can you tell me about the team I would be working with?
* What is your overall vision for the company? Where do you see the company going in the next 5 years?

On the day:

Arrive on time

If your interview is face to face, plan out your journey a few days beforehand so you know how long it will take you to get there. Whether it’s in person or virtual, allow yourself plenty of time before the interview. Use the time before to do some prep and go over your notes.

Dress to impress

A general rule of thumb is to dress smart for interviews. A shirt with a sweater or suit jacket is a great choice, or a smart dress or blouse.

Stay calm

This is easier said than done, but remember you are interviewing them as much as they are interviewing you! This is your chance to find out if you’re interested in the role, and whether you think you’ll fit it. Have something to eat before your interview, do a practice run by yourself, and calm yourself down with some deep, slow breaths.

Big yourself up!

It can sometimes be difficult to talk about yourself and you may feel self conscious, but remember, if you don’t talk about something, the interviewer won’t find out about it! This is the time to talk about your achievements, what you’re most proud of, and your best attributes and skills.

Don't be afraid to ask

If you need an interviewer to repeat a question or explain what they mean don't be afraid to ask. This will help you to stay calm and remember the prep you have done beforehand.

#### Good luck with your applications and interviews!