

Top 10 Tips For Interviews

Interviews may seem like a daunting experience but after reading our 10 top tips and example questions, you'll be fully prepared and ready to make that all important first impression.

An interview provides employers with a chance to meet with you and decide if you're the right person for the job. It is also worth remembering that interviews provide you with an opportunity to help you decide whether the job and company are right for you.

See below for our top 10 tips for interviews.

1. Read the job description.

Look over the job description and person specification carefully and understand the key skills and qualities the employer is looking for.

Once you have a clear understanding of what the employer is looking for, try to think of some examples of a time where you used these skills/qualities. Being able to provide examples like this will show the employer that you understand the type of person they are looking for and that you share many of the same qualities.

2. Do your research!

Take a look at the company's website, find out about its products and services and try to memorise a few facts about the company.

Employers love to see that you've taken an interest in their company and will ask questions to find out if you know anything about them. By proving you've done your research you'll be on track for giving a great interview.

3. Re-read your application form.

It's a good idea to go over your CV and application form and have a think about what questions the employer may ask you about.

4. Carry out a mock Interview.

Ask someone you trust, this could be a parent, teacher, form tutor etc., to carry out a mock interview with you so you can practice answering questions and ensure you're getting across everything you want the employer to know about you.

A practice run is a great idea if you haven't experienced an interview before and should help ease any nerves or worries you have for the real thing. Just remember that feeling a bit nervous is completely normal and as long as you've done your preparation you'll have nothing to worry about.

5. Know the route!

Make sure that you know how to get to where the interview is being held.

This may mean you will need to arrange a lift to the venue, if so make sure this is done at least a few days before the interview. If you are making your own way to the venue it's a good idea to have a trial run before the interview date to make sure you know the way and how long it will take you to arrive.

6. Look smart.

Interviews are all about making a good first impression, to ensure you make the right one make sure you dress in smart and comfortable clothing.

Employers will take note of how you present yourself and what you wear to an interview will be one of the many factors that help an employer decided whether or not you are right for their company.

7. Arrive 10 minutes early.

Make sure you know the time your interview is taking place and aim to arrive 10 minutes early. The last thing you want to do is show up late! Arriving 10 minutes early will show the employer that you have good time keeping skills and will give you a few minutes to prepare and relax before the interview begins.

8. Give specific examples.

Employers use interviews as a way of assessing your skills, the examples you provide will evidence that you have the skills you say you do. As mentioned above, take a look through the job description and try to think of examples where you have highlighted the skills the employer is looking for.

9. Ask questions.

At the end of an interview you'll always be asked if you have any questions for the employer. Be sure to make the most of this opportunity and always ask some questions. Asking questions will show the employer that you're really interested and enthusiastic about the position.

When preparing for your interview write down 2 or 3 questions you can ask at the end of your interview. Some examples of good questions to ask include:

- Are there opportunities for additional training and education?
- Will there be opportunity for progression in this role?
- What would I be doing on a typical day?
- What do you enjoy most about working here?
- What is the most challenging aspect of the role?
- What is the office culture/team like?
- How will be progress be assessed?

10. End on the right note.

To complete your interview in the best possible manner always end by thanking the employer for their time and ask 'What are the next steps from here?' This will again highlight to the employer just how interested you are in the position.

For more advice and guidance on how to prepare for interviews, take a look here: <https://nationalcareers.service.gov.uk/get-a-job/interview-advice>