

Top 10 Tips to Interviews

1) Do your research:

Before the interview, find out about the department / organisation, your interviewers and their customers and products - you might find their website helpful. You can use all of this information to tailor your answers in the interview.

2) Plan your interview:

Beforehand, try and find out what type of interview to expect (one to one, panel, presentation, group etc.). Make sure you read the job description and person specification and prepare answers to common interview questions using the STAR technique (Situation, Task, Action, and Results).

3) Practise your interview:

Remember, your interviewer might want more information, or to know about something in more detail. To prevent panicking, practice a mock interview with a family member, friend, or colleague.

4) Consider appearances:

Think carefully about what you want to wear, remembering that it is better to be too smart than too casual.

5) Arrive on time:

Aim to arrive to your interview 15 minutes early so that you are not flustered or stressed when you sit down. Perhaps try and do a practice of the journey so that you know where you are going and how long it will take. **For 'virtual' interviews;** make sure you are familiar with the platform or application being used and you have tested it and know how to use everything required.(e.g. Zoom)

6) Take your documents:

Before your interview, collect all of your documents together into a single folder. You are likely to need proof of ID (Passport, Driving Licence, and recent letter e.g Bank Statement/Utility Bill showing your name and address). Some employers need to see your qualifications at interview – always check their expectations prior to attending.

7) Make a good impression:

From the moment you arrive, you need to have a positive effect on everyone you meet – from the receptionist to the interviewer. Try and be cheerful, stand up straight, make good eye contact and have a firm handshake.

8) Be confident in yourself:

Once your interview starts, you really have the opportunity to sell yourself. Make sure that you are sitting tall, smiling and showing your best qualities. Be positive about yourself and others – and never bad mouth your previous employer or colleagues.

9) Ask questions:

The interviewer will always give you an opportunity to ask some questions at the end. Make sure that you prepare insightful questions that show you are interested in the position and have researched the job and the department / organisation.

10) Follow up the interview:

Before you leave, thank each interviewer for their time and inquire as to when you will hear an outcome. Follow this up with a thank you email. If you are unsuccessful, contact the interviewers (or HR), and request feedback. It will be invaluable in helping you prepare for your next interview.