



Preparing for interviews

Preparation in advance of an interview

Tick the following elements that you feel would be helpful when preparing for an interview:

Researching the company.		A big shopping trip.	
Finding out where the person who interviews you lives.		Knowing what you are going to wear and checking it is suitable/clean/ironed.	
A practice run through of getting to the interview.		Preparing some questions you might like to ask the interviewer.	
Practising questions most likely to be asked.		Late night before the interview, cramming in all the research and practice questions.	

Best interview practice

Tick the following elements that you feel would be best practice for an interview:

Arrive at the company 10 minutes ahead of your interview.		Arrive just on time.	
Do not acknowledge the receptionist.		Great the receptionist confidently and in a friendly way, having the name of the person you are seeing to hand.	
Have a copy of your CV and some notepaper and a pen.		Expect to take notes on your mobile phone.	
Avoid physical contact or eye contact with the person you are interviewing.		Shake hands firmly and professionally, make eye contact, use good body language that shows you are listening and interested in what you are hearing.	
Show that you have researched the company and the role, by sharing some of the information you have learnt.		Only answer the questions you are given and not add anything else to the process.	
Thank the interviewer and let them know you have enjoyed the interview and are interested in the role.		Leave the interview as quickly as possible without stopping.	