

Key points for a successful Interview:

- *Preparation is the key to success!*
- *Research the company or organisation, their services and/or products – review the company website - this will give you some background information and will prove useful during the interview.*
- *Read through the job description – prepare yourself, think of how your experience and knowledge relates to what they are looking for.*
- *Plan your journey, know where you are going, who to ask for and if needed where car parks are located.*
Leave yourself plenty of time!
- *Dress appropriately – unless the dress code is specifically stated in the interview invitation you should always look professional and smart and well groomed (do not wear too much perfume or aftershave and keep make-up, jewellery and nail polish simple).*
- *Shake hands with your interviewer, maintain eye contact and be friendly to everyone you meet at the company or organisation.*
- *Do not slouch when you sit, look attentive, avoid defensive body postures such as folded arms. Maintain eye contact when speaking and listening*
- *Show your interest in the company, prepare questions to ask and be prepared to answer theirs.*
- *Make sure the employer knows the benefits of employing you. It is important to sell yourself by telling the employer details of your relevant skills and experience that you have to contribute to the organisation.*
- *Try not to monopolise the meeting - let your interviewer talk.*
- *Find out what the key parts of the candidate specification are so you can show how you meet them.*
- *Don't criticise past employers or colleagues*

- *At the end of the interview ask what the next steps are – and if you are particularly interested let the interviewer know.*

How to prepare for an online interview or virtual interview (Teams, Zoom etc.) to be read in addition to the key points above.

- *Although no travel is involved, things can go wrong with an online interview, so preparation is still important*
- *Dress for an in-person interview as the employer will be able to see you and it will help you to focus as if it were an in-person interview as well as helping with your confidence.*
- *Make sure your IT is working, have you ever used Teams, Zoom or similar?*
- *Check you don't need to download any software?*
- *If you are using a laptop or tablet is the battery charged and can you plug into the mains if necessary.*
- *Does your camera and microphone work? Will you be able to hear the interviewer?*
- *Make sure you are in a quiet area with no background noise.*
- *Try to use a room or area with a neutral background, or one that is not too distracting to the interviewer.*

How to prepare for a telephone interview. To be read in addition to the key point at the start of this document.

- *Make yourself comfortable, but able to stay attentive, not slumped on a sofa.*
- *Alternatively, if it benefits you try standing up or walking around as this can aid focus and concentration.*
- *If you are using a mobile phone, check your phone signal and make sure it will stay strong even if you move about.*
- *If you need to look at documents or notes, make sure they are in order and accessible.*