

# Preparing for an Interview

**Interview preparation is vital. Ensuring you are well-prepared will help you to feel more relaxed and makes a good first impression with your potential employer. In an interview, first impressions matter so here are some tips**

- Read the company's website and social media sites. You can earn brownie points by talking through the information you have learnt during your interview, showing your interest and commitment.
- Knowledge and experience - how have you used it, and do you know why it is important in the work that is carried out for the role?
- Most interview questions will be competency based which means the manager will be looking for real-life examples as the basis for your answers. Spend some time before the interview thinking about what experience you have and what you have achieved-try and relate your examples to the role you have applied for.
- Gather your documents together the day before the interview.
- Once you have done your research on the business, prepare 2-3 questions you would like to ask.
- Know where the exact location is before the interview day if your meeting face to face; plan how you will get there, where you might park. Knowing what to expect will help to calm your nerves on the day.
- If your interview is online, then make sure you have the software installed and the link and right time to join the meeting and test out your equipment to make sure everything works.
- Decide on your interview outfit beforehand - avoid high heels, trainers, jeans, big jewellery and anything not professional.
- Aim to arrive 10 minutes early. Punctuality and time keeping is important.
- When you are being interviewed it is OK to take a moment to think before answering the question, or to ask for the question to be repeated. Interviews can be nerve racking, so taking your time to think will help you stay relaxed.
- A positive attitude goes a long way so don't forget to make eye contact and SMILE!
- If you would like some more help preparing for your interview, then feel free to get in touch. We will always try and help you the best we can!

**Good Luck!**