

# TOP TIPS FOR INTERVIEWS

- ❖ **Arrive early** – plan your journey and aim to get there at least 15 minutes before your interview time. This will give you time to re-read your application, notes, and questions that you have prepared.
- ❖ **Don't forget important documents** – make sure you bring certificates, ID, or a portfolio if you're asked to.
- ❖ **Bring a copy of your application and some notes** – no-one expects you to remember everything. Bringing your application allows you to go over it before the interview, and having notes shows you've done your research. A list of questions about the course, school/college or job will remind you what you wanted to ask and also shows you've done some preparation.
- ❖ **Strike a balance between formal and casual** – you need to look like you're taking it seriously, without looking too uncomfortable. If you're not used to wearing smart clothes, such as a suit, keep it simple and clean but remember - **first impressions count!**
- ❖ **Don't let shyness or nerves get in the way** – easy to say and harder to do, but try to focus on helping the interviewer see you love the subject(s) or think this really is the course, programme, job or place for you. Slouching, fidgeting, and avoiding eye contact all give the wrong signals, as will chewing gum and failing to put your phone on silent.
- ❖ **Be enthusiastic** – Do your homework on a college, school or company and find out what the course or job entails. Sell yourself – this is your opportunity to let them know what you can do – remember to give examples. Show genuine interest, speak clearly and don't be afraid to ask them to repeat themselves if you didn't hear them properly the first time.
- ❖ **Don't lie or get caught up in a half-truth because you want to impress** – if you're not really into sports, don't pretend to be. The same applies to other things too, like exam results or special achievements.
- ❖ **Most importantly, be yourself!** Tell them what you're good at, what you like, what your plans are, and remember to ask your questions. It is just as important that you interview them too to make sure it's the right next step for you.
- ❖ **Good manners.** Shake hands with the interviewer(s) as you walk in and remember to shake hands and thank them at the end.
- ❖ **Preparation** - Good Preparation is the key to success!