

PREPARATION FOR INTERVIEWS

The below tips are a quick reminder on how to prepare for interviews.

Before the interview

- ❖ Sort travel plans – where is the interview held? How long will it take to get there?
- ❖ Practice key questions with a friend or family member – e.g. Why I want the job? What are my strengths?
- ❖ Clothing - wear appropriate business attire
- ❖ Arrive 10 minutes before the interview
- ❖ Keep calm – practice breathing techniques

During the interview

- ❖ Make eye contact
- ❖ Be polite
- ❖ Give short, clear answers to questions
- ❖ Ask the employer questions – e.g. How would you describe the workplace?

GOOD LUCK!