

## Going to interviews

If you are offered an interview you have done well! This is your chance to sell yourself and show the employer that you are the best person for the job.

Remember — you are likely to face competition from other people.

Interviews make most people nervous, but doing your homework will boost your confidence and help you do better on the day.

### Here are a few tips to help you

- ◆ Let the employer know that you will be going to the interview as soon as you hear about it.
- ◆ If the date or time don't suit you, try to change them but have a good reason.
- ◆ If you really do not want to go to the interview, let the employer know. It's bad manners to just not turn up and this doesn't look good if you re-apply in the future.

### Get organised

Make sure you know:

- ◆ the date and time of your interview
- ◆ exactly where to go
- ◆ how to get to the interview
- ◆ how long the journey will take
- ◆ who you are seeing

## Going to interviews

- ◆ what the company does, and
- ◆ what the job that you are applying for involves. (You can get help with this from your local Connexions centre.)

### Be prepared

- ◆ Think carefully about why you want the job and why you would be right for it.
- ◆ Think about your general interests, which subjects you like, your work experience and your personal qualities and skills. Make notes and look over them before you go into your interview.
- ◆ Think about the questions they might ask you and the ones you want to ask. There is more advice about questions in the leaflet **Getting a job – interview questions**.
- ◆ Have a copy of your CV or application form with you to look at if you need to.
- ◆ Make sure you know where your exam certificates, Progress File, work experience reports and references are, and take them with you if you need to.

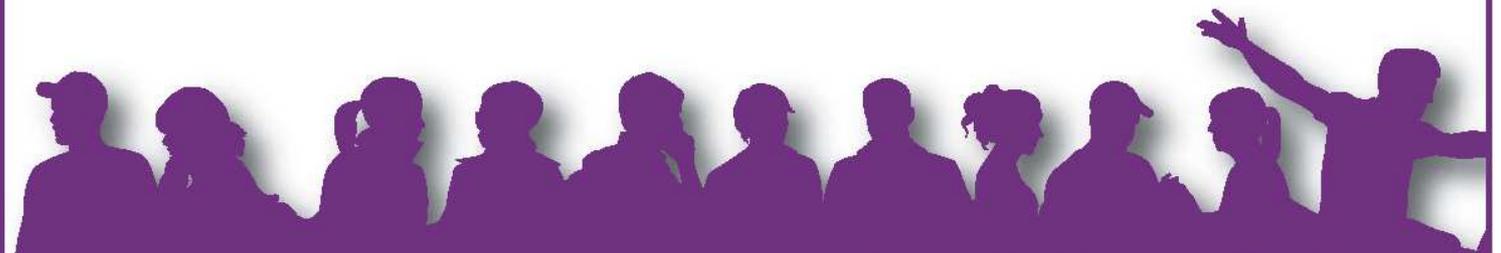
continued overleaf >>>

## First impressions are very important so:

- ◆ look neat, clean and tidy, and
- ◆ make sure that your clothes are right. If you like to wear the latest fashion, make sure that what you wear gives the right impression.

## Act the part

- ◆ Arrive on time, and if you're not sure where to go ask at reception.
- ◆ Be polite at all times. When you go into the interview room be ready to shake hands and only sit down when they tell you. Be friendly — a few smiles may help.
- ◆ Be relaxed but do not slouch in the chair. Look at the interviewer and not at the ceiling or carpet.
- ◆ Listen carefully to the questions and answer them fully and honestly. Avoid just saying yes or no.
- ◆ Be positive and make the most of your abilities, personal qualities and experience.
- ◆ Ask questions, especially if they invite you to. It is OK to write questions down before and have a copy with you in case you forget.



Free info helpline **0800 269 468**  
Minicom **01773 571 594** or phone **Typetalk**  
[www.connexions-derbyshire.org](http://www.connexions-derbyshire.org)

## Don't:

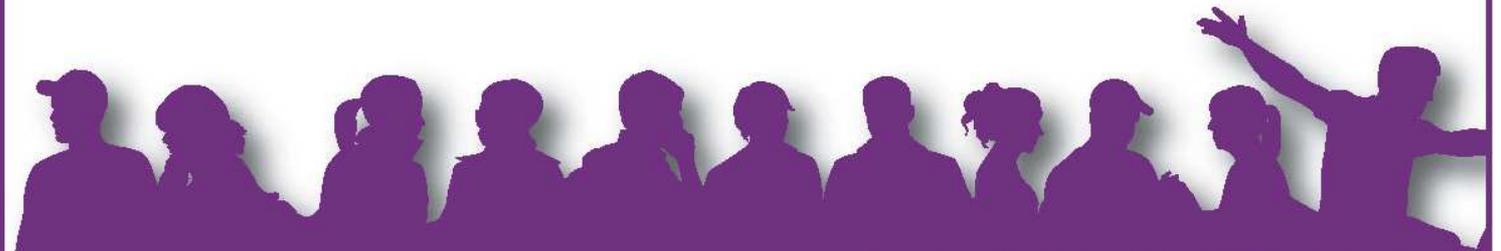
- ◆ chew or smoke
- ◆ be negative, criticise others, interrupt or argue
- ◆ ask pointless questions if the interviewer has already given you the information, or
- ◆ be in too much of a hurry to leave.

## And remember

- ◆ If you don't get the job, ask for feedback from the interviewer to see how you can improve for next time.

**Finally, good luck.**

Last updated — November 2010



Free info helpline **0800 269 468**  
Minicom **01773 571 594** or phone **Typetalk**  
[www.connexions-derbyshire.org](http://www.connexions-derbyshire.org)