

Interview skills

Interviews for part time work, full time work and apprenticeships start before you meet the employer. Preparation is vital!

It's always safe to assume that other candidates will be interviewed too so you need to rise above them. By preparing properly you can be better than everyone else! Don't worry if you don't get offered the first job you are interviewed for. Interviews take practice.

The day before your interview-

1. Research the employer and make notes about the business.
2. Double check the interview location.
3. Email or call the employer to double check that everything is OK.
4. Get your interview clothes ready. Smart, clean and ironed.
5. Prepare a list of questions to ask. Write them down. Good questions to ask – "What's it like to work here?", "What's a typical day like?" "Who would be my manager?" "Do you have any other employees my age?" "Do you have any expansion plans?"
6. Read the job description one more time and think of experiences you have in your life to illustrate that you have the right skills for the role. You may be asked to talk about these in your interview.
7. Collect together everything that you need to bring with you.
8. Get a good night's sleep.

The day of your interview-

1. Get to the interview 10 minutes early.
2. Everyone gets nervous at interviews but you will never be rejected for a job because of this so don't let it get in the way.
3. Smile and be friendly when you arrive.
4. Give your interviewer a strong handshake and eye contact.
5. If you are nervous, tell the interviewer! "I am really nervous but I really want this job. Please be patient with me!"

Questions you might be asked-

1. "Tell me about yourself." Keep this brief and focus on your current situation and why you applied for the job.
2. "What do you know about us?" The notes you made yesterday are useful now. Give them some facts you picked up from the website.
3. "Why do you want to work for us?" This is where you can talk about your interest in the industry, if you heard good things about them as an employer or any other reasons that you think of.

4. "Do you have any questions for us?" The answer is always yes! Even if the questions you wrote down have already been answered through the course of the interview. Read the questions back to the employer with the answers that were discussed. It will show that you were paying attention.
5. "Give me an example of..." This is a way to test your suitability for the role. Keep your answer short and to the point.
6. "Anything else?" This is what interviewers use to get you to give them more details to your answers. When you are asked this question, try and give a little more detail.

During the interview-

1. Everyone says that you must keep good eye contact in an interview. This doesn't mean that you have to hold their gaze the whole time! The most important thing is that you do what is comfortable. Look in the eyes of your interviewer for the length of time that you are comfortable with. Just don't look down at your feet or keep glancing around the room.
2. Be yourself. Employers want to get to know you. Let some of your personality out.
3. Smile! Nerves at interviews can stop you smiling. By making yourself smile, you will make yourself more relaxed.
4. Be positive! Employers want to hire happy positive people.
5. Try not to fidget. Sit upright in your chair with your hands on the table next to your pen and notepad.

At the end of the interview-

1. Thank the interviewer for their time.
2. Tell them that you want the job.
3. Ask when a decision will be made.

Got the job?

Fantastic! Well done. Work hard and do your best. Turn up for work a little bit early every day, stay positive and be professional.

Didn't get the job?

1. Don't take it personally.
2. Ask for feedback and learn for next time.
3. Apply for some more vacancies.
4. Ask for a little more help from friends and family.