

## INTERVIEW TIPS

1. **Conduct your Research.** Make sure you know about the company you are interviewing with - not only will this allow you to understand the business better, it will also help you come up with potential questions to ask. If you have been given the names of the people who will interview you, find out as much as you can about them before you meet. It might ease your nerves if you know they have a similar background to you!
2. **Prepare, prepare, prepare.** Before the interview, confirm where it will be taking place and make sure you know how to get there. On the day, allow plenty of time for your journey and aim to arrive 10 minutes before the allocated appointment. This will give you an opportunity to gather your nerves, complete any necessary paperwork and observe the environment you may end up working in.
3. **First impressions.** Think carefully about what you're going to wear, you should look smart and professional even if the business generally takes a more relaxed approach to office attire. Greet your interviewer with a firm handshake and a friendly smile, both powerful tools when creating a first impression.
4. **Body language.** Maintain eye contact with your interviewer, don't fold your arms or fidget and make sure you speak clearly and concisely – if your interviewer feels like you don't want to be there or they have to constantly ask you to repeat yourself, they'll lose interest in you very quickly.
5. **Review commonly asked interview questions.** You can prepare answers in advance to some of the most frequently asked questions. Try not to memorise answers, as your aim is to come across as natural as possible, but it's always good to have a few responses ready to go. Use examples from your current/ previous roles to demonstrate that you have the relevant knowledge and experience for the job you are being interviewed for.
6. **Don't be negative.** Try to avoid making derogatory comments about your current or previous employer or colleagues.
7. **Ask questions.** Even if the interviewer has been thorough in describing the company and the opportunity, you should still have a question to ask. This shows that you are interested in the role and that you have done your research on the business.
8. **End positively.** Always try to end your interview with a positive statement such as "I hope to hear from you soon" and make sure you thank the interviewer for their time.