



Interview Preparation

Pre-Interview

Read the Job Description and Key Criteria carefully, and if there's something there that you don't understand, ring the organisation and ask for an explanation.

Research the organisation; what do they do, what services do they provide, where do they operate from etc

Prepare some questions to ask - about the job itself, the department you would be working in, the organisation, the people in the team.

Reflective learning is key - have you had to make a decision to change something which has been a mistake? What did you learn from it and how did you move on?

On your CV you should have listed Key Achievements - the interviewer is bound to ask you about these so think carefully about what you have said, and be ready to have questions asked about your activities and achievements.

The Interview

Take your CV to the interview with you, in case you go blank (nerves affect us all!) and/or need to refer to it.

Remember you are being assessed as soon as you enter and as you leave the building, and could be commented on by anyone who sees you. Your appearance is therefore essential - you don't have to wear a suit, but be smart, conservative, clean and tidy. Remove facial piercings and cover tattoos as much as possible.

Switch off your mobile phone before you enter the building, and don't switch it on again until after you leave!

Don't go into the interview smelling of cigarettes or eat smelly food just before the interview, and don't chew gum.

When you meet the interviewer(s), give a nice firm handshake - and not too limp or crushing! If you suffer with damp palms, keep a tissue in your hand until just before you meet the interviewer(s) - it will help keep your skin dry!

Consider your body language - look interested and engage with each interviewer.

Don't ask about salary and package at the first interview.

Be honest with your answers and if you can't think of an answer to any question, don't be afraid to ask if you can come back to it later.

Interviewers tend to ask open questions which makes it hard for you to just give "yes" or "no" answers, so you need to make sure you are well prepared.

At the end of the interview you should be advised as to what the next steps are. Don't be afraid to ask though, if you don't think the information is forthcoming. Ask when you can expect to hear from them and if they have lots of other people to interview.

Post-Interview

Quite frequently, people think of questions they wished they'd asked, after they've left the interview. Don't be afraid to call the interviewer to ask your question(s) - it shows that you are interested and pro-active.