**We have some great tips and advice to make sure you are prepared for interviews**

It is important to remember you have been selected for interview, so something about you must have stood out to the employer. You should be positive about this and think **‘Well done me!’**. Now you need to show them that they made the right decision to ask you to interview.

**What to do first:**

Collect all the information you have about the interview:

* What type of interview is it – in person, online, phone call, test, or group activity?
* Where are you going?
* What time is the interview? *(Arrive 10 minutes early)*
* Who do I need to ask for?
* What do I need to take with me?

**Preparing for the interview:**

* Find out as much as you can about the advertised job and the business.
  + Using social media and their website are usually the best places.
* Read back through your application, check you know what you have said.
* Try and prepare responses to questions which are usually asked.
  + Why have you applied for this job?
  + What could you bring to the company?
* Prepare some questions which you would like to ask.
  + If you do not have any questions – ask them what a typical day would look like in the job role you have applied for.
* Plan how to get there and allow extra time for delays, traffic etc.
* Choose your outfit the day before, make sure it is clean and smart.
  + Use this [website](https://www.indeed.com/career-advice/interviewing/how-to-dress-for-a-job-interview) to help you decide what is suitable.
  + You can also make use of [The Suit Works](https://www.thesuitworks.co.uk/) if you don’t have the correct outfit.

**At the Interview:**

* Remember to smile, be friendly, polite and try to give as much eye contact as possible.
* Make sure to listen to questions carefully and take your time to respond, speaking clearly.
  + If you need longer to respond, ask them to repeat the question or take a sip of water.
* Try to avoid short responses – yes and no might seem like you are unsure or uninterested.
* If the interview is online or on the phone, try to find a quiet space, so you won’t be distracted.

**Common mistakes:**

* Not having your phone on silent.
* Rushing to get there and arriving late.
* Not planning and realising your outfit is in the wash.
* Forgetting to smile and not looking at the interviewer.
* Lack of research on the company, meaning you can’t respond to questions.
* Not taking any ID with you.

**Don’t be too disheartened if you don’t get the job – but make sure to ask for feedback, this will help you next time.**