



# PREPARING FOR INTERVIEW

Our simple, plain English guide on how to prepare for your interview

## Preparing for Interview

### **Confirm your attendance**

Ensure you confirm your attendance in a professional manner advising you are looking forward to the interview.

### **Research the business**

Gain an understanding of the business and the industry it sits within. Ensure you have knowledge of what the business does and how the role fits within the business

### **Re-read the Job Advert / Description**

Take time to ensure you have a full understanding of the role you are applying for, the day to day duties and the key skills required to undertake the role. You should know the job description inside out.

### **Go over your CV**

Make sure that you go over your CV and that you know it well. After all it is about you. Print and take two copies of your CV in case the interviewer does not have this to hand, this way you can work through the CV and use your CV as a conversation tool.

### **Prepare Competency Based Answers**

Using the job description and understanding the key skills required take time to think of examples of how you can demonstrate each skill from your past employment, education and home life.

### **Prepare answers using CAR technique.**

Prepare any competency based examples using the following structure

C - Context (The background story)

A - Action (What you did)

R - Result (Always positive)

### **Prepare any required documents**

Prepare documents including ID requirements and your portfolio of certificates the day before

### **Plan your journey**

Plan your route ensuring time is left for any potential delays so that you are there in plenty of time.

## Interviewing

### **First Impressions**

Make a strong impression through being on time, dressing professionally, introducing yourself with a firm handshake and smile. Use the interviewer's name

### **Body Language**

Make sure your body language gives off the right impression. Stay engaged, make eye contact and remember your body posture.

### **Answering questions**

Remember your research, use the CAR technique, stay on task and don't go off on a tangent. Avoid one-word answers and be confident

### **Ask Questions**

Ask the interviewer questions to show interest and a desire to learn about the opportunity and business

### **Last impressions**

Thank the interviewer for the opportunity, a firm handshake and let them know you are looking forward to hearing from them.