



# The Interview

## Interview Preparation: [Video Support](#)

The interview preparation is just as important as the interview, so make sure you put the time aside ready to do your preparation.

There are a few key points to follow. However, we all prepare in our own way so tailor this to you and your needs.



1. **Do your research on the company or organisation you have applied for.** Examples of this could be: how long the company has been running, their mission statement, what their company ethos is and their aim. You can also look for any interesting facts or projects they are currently working on.
2. **Understand the Job Description.** Read the job description again making sure you understand what it is asking of you. If you need clarification and more information it is okay to email and ask before or even on the day when you are offered the opportunity to ask any questions.
3. **Know your CV.** Try to remember your past qualifications and experience that will help display why you are suitable for the role they are interviewing for. Giving examples or past experience when answering interview questions is key.
4. **Prepare your outfit.** Make sure you know on the day what you wish to wear, make sure it is smart, clean and ironed ready.
5. **Make your travel arrangements.** It is important to be on time, even better get there early, so planning your journey and how you are getting there is key to not being late and getting lost.
6. **Turn your phone on silent and take a copy of your CV.** You don't want to be interrupted by a call or text as it looks rude, so turn your phone on silent or off. You can also take a copy of your CV to refer to or to provide an extra copy for the hiring staff.



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Everyone can get nervous on the day of their interview, so remember it is normal.

The following points should help you on the day and ease those nerves.



1. **The Interview starts the moment you arrive at the business.** Remember to make yourself look smart, be polite to all the staff and wait taking deep breaths. Do not look at your phone whilst you wait to be called in.
2. **Introduce yourself confidently.** Introduce yourself and give a firm handshake to the panel of interviewers. Share that it is nice to meet them and give a nice comment around the workplace, like you have a nice team here, the reception staff were very welcoming.
3. **Allow them to open the interview.** The employer will start the interview possibly with some softer questions. Have something interesting to say rather than the generic comments about the weather. Allow this stage to progress you into the interview, try to relax into it.
4. **Keep good body language.** Try to hold eye contact with the person asking you the questions, if this is difficult look just above their eyes. Keep taking deep breaths and feel free to pause and think before answering the next questions. Sit up straight and try not to fidget.
5. **Relate back to your CV and Skill Set.** This is where your preparation is key. Try to answer the questions with something relevant that you have a skill or past experience in. This will help demonstrate you can do the role as you have already successfully done aspects of it elsewhere.
6. **Finish with a few questions.** Hopefully you prepared some questions about the company or job itself, now is the time to ask. Also remember to finish by asking when they will be making a hiring decision so you know when you will have to follow up by.
7. **Be yourself!** It is important to let your personality through, breathe, smile and be yourself.



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## Interview Follow up: [Video Support](#)

Once the interview is over there are still things you can do to help your application, so don't just sit and wait.



1. **Make sure you know when a decision will be made.** Hopefully you asked this at the end of your interview. If not you can ask this in your thank you email.
2. **Send a thank you email.** Depending on the time of your interview you can email that day or the following day to thank the people that interviewed you for their time. Thank each person in individual emails and make sure it is tailored to that person, don't just copy and paste.
3. **A week or few days before a decision make contact.** Depending on the timeline this may be in your thank you email. Make sure to remind the employer of your key skills that will support the role you have applied for and mention how impressed you were by the organisation and their ethos.
4. **Ask for feedback.** If you were unsuccessful make sure to ask for some feedback on your application and interview, this will help you for next time.



**Around 1 in 10 applications result in an interview.**

**So, apply for as many jobs as possible. This will give you a better chance of gaining employment.**

**Good luck!**