

How to prepare for an interview

- Read the letter or email inviting you to the interview carefully. This will usually contain vital information about what to bring or prepare.
- Ring, email or write to the employer to confirm your attendance at the interview.
- Read the job description and person specification a few more times.
- Research the employer.
- Practice responses to questions out loud with a family member or friend
- Re-read your application form
- Think of ideas for the role
- Do a dummy run to the venue for the interview so you know how long it will take and what route to use.
- Make sure you have everything you need to take with you together the night before
- Get an early night
- Make sure your clothes, hair, nails and teeth are all clean
- And finally set an alarm for the morning!

Good and bad practice in an interview:

DO: Dress to make a good first impression

DO: Smile, be polite and enthusiastic.

DO: Arrive 10-15 minutes prior to the interview start time

DO: Prepare questions to ask the interviewer

DO: Thank the interviewer for their time

DO: Be aware of your body language

DO: Be positive!

DO: Take your coat off before the interview.

DON'T: Make negative comments about yourself, your school or your previous job

DON'T: Leave your phone on during the interview

DON'T: Slouch in your chair

DON'T: Ask about salary or benefits

DON'T: Ramble – just back up each answer with relevant examples

DON'T: Be late!

DON'T: Touch your face, nose, hair or mouth.

DON'T: Chew gum

What should I wear to an interview?



- Natural makeup
- Blue/black jacket and blouse, buttoned up to a conservative level.
- No bulky jewellery
- Blue/black skirt just below or just on the knee or trousers.
- Plain, flawless tights-no ladders or holes!
- Polished shoes with a sensible heel or flats. No sandals or platforms.
- Minimal perfume



- Buttoned up shirt
- Subtle tie
- Suit or smart black trousers
- Polished blue, brown or black shoes
- No jewellery, including earrings
- Minimal cologne

What shouldn't I wear?

- Sunglasses on head
- Poorly groomed
- No tie
- Baggy jacket

- Exposed shoulders and neckline
- Bright colours
- Heavy jewellery
- Bright nail polish