



Interview Skills & Social Media Tips

There are 3 things that an interviewer will be looking for; Can you do the job? Do you want the job? Will you fit in with the company and team?

Below we have listed some things to think about to prepare for an interview:

1) Look the part

Always ensure you are well dressed, smart trousers, dress or skirt. Do not over do make up, it is not Saturday night. Ensure hair is clean and tidy. First impressions really do matter. DO NOT CHEW GUM or use Mobile, even when waiting in reception area for the interview.

2) Get there on time:

Always avoid arriving on time, always plan well and arrive at least 10 minutes early. Research which bus or train you will get, from where and where will it take you. Allow time for walking to and from the stations. If you are getting a lift from someone, make sure it is someone you can 110% rely on to get you there on time.

3) Prepare

Go over your CV before the interview. Read through the job description thoroughly and make sure you are confident in the requirements.

4) Be ready for typical scenario questions

Interviews will tend to focus on past situations and your behaviour in those situations. Questions are likely to start with: "please give me an example when ..." or "please describe an occasion ..." etc. The interviewer will be concerned with pinning you down in terms of your previous **actions** in the skill areas they are assessing.

5) Answer questions with confidence

This is the time to show off your transferable skills from your previous employment to academic qualifications. If it fits the job description; mention it. Just remember to keep it relevant where you can.

6) Vary your pace, pitch and tone

Make sure you speak clearly so that the interviewer can understand everything you are saying.

7) Ask the interviewer to rephrase or repeat back the question

If you are slightly uncertain about the question, ask the interviewer to rephrase it for you. It is better to ask and get your answer right. Don't feel silly to take a few seconds to think of your answer or repeat their question as part of your answer to give you those few seconds.

8) Practice a CV run through

The structure of interviews will often vary but a standard format will be CV based. If you are asked to run through your career history, you should ensure you highlight the responsibilities and previous employment which match the job description.



9) Build rapport early

As with all interviews first impressions count. Always remain polite but engage in conversation with the interviewer. Think about who is interviewing you; are they a high-level Manager? Will you be working with them day to day if you are successful in the position? These people may be your future colleagues, so they will want to establish if you would fit in with the team. Eye contact and a good smile is key.

10) Ask Questions

Like most interviews you will get a chance to ask questions. If an interviewer has a solid day of interviews, you will probably stand out more if you ask an insightful question about the business/role and more importantly about them. It's always worth preparing some questions in advance.

11) Try to Stay Calm

During the job interview, try to relax and stay as calm as possible. Remember that your body language says as much about you as your answers to the questions. Proper preparation will ensure you feel confident. Take a moment to regroup if you need it and there is nothing wrong with admitting you are nervous. Being honest and telling the employer you have not had many interviews should make them more empathetic towards you. Maintain eye contact with the interviewer. Listen to the entire question before you answer and pay attention.

12) Believe in yourself

The employer isn't going to expect you to know all the answers or have a lot of work experience (especially if you have not long left school). If you cannot answer the questions about work, apply them to your personal life or schoolwork. Refer to Saturday jobs, babysitting, clubs at school, achievements at school, any awards or certificates from school, helping friends or family members. Always sell yourself and make them believe in you and your ability to do the job. If you don't believe in yourself then why should they?

Social Media:

- **Ensure your social media is on high privacy settings!**
- **Try to refrain from tagging the employer in any posts about your interview.**
- **Ensure your profile picture / visible information is professional and not offensive**

GOOD LUCK!