

## Preparing For An Interview

### Tip 1: Research the company

- Showing an employer that you know something about their business will show you are genuinely interested.
- Remember that to them their business/company is the most important one in the world, so boost their ego and show them that their business is of great interest and importance to you too!

### Tip 2: Know the date and time

- You need to know this and you need to plan how to get there at least **15 minutes** early.
- By getting to an interview early it:
  - a) Makes an good impression; and
  - b) Gets you used to the surroundings and gives you time to calm down and focus.

### Tip 3: Know exactly where you're going and how you're going to get there

- You need to know the full address and telephone of the employer as some interviews will take place somewhere other than where the employer is based.
- Are you relying on public transport? If so, try a dummy run first to make sure that it goes where you think it goes and how long it takes you to get there. Make sure you have your travel money such as bus fare, taxi fare or train fare.
- If you are relying on a lift then make sure they will pick you up when they say they will.
- If you are not great with directions, make sure you print a map and take it with you.

### Tip 4: Know what you're wearing

- Have the clothes you intend to wear clean and ready a few days before to prevent rushing on the day of the interview – dressing smartly is always the best option.
- Have a second option available, just in case you spill your morning cup of tea!

### Tip 5: Know what you're taking

- Take your CV or a copy of the completed application form you sent. IT will help you later when preparing for the actual interview.
- Make sure you have a fully charged mobile phone with credit so you can contact the employer if something goes wrong on the day.
- A copy of the job description is helpful to remind you of the employer's needs.
- Take any ID or additional information such as certificates you may have been asked to take.