

Interview hints and tips

Before the day...

- Find out exactly where you are going and how you are going to get there.
- Plan your journey - if you feel unsure, consider doing a trial run.
- Wear something that is clean and tidy, and suitable for an interview. It doesn't have to be new and expensive.
- Make sure you have all your certificates together and anything else you have been asked to take.
- On the day... Give yourself plenty of time to get ready.
- Get there in plenty of time. Aim to arrive 10 minutes early.
- Turn off your mobile phone.

At the interview...

- Smile as you go in and shake hands if offered.
- Be polite - remember you are trying to make a good impression.
- Look interested and use eye contact.
- Try to give more than 'yes' and 'no' answers. The interviewer wants to find out what you are like as a person and the skills you have to offer.
- Try to ask questions such as 'What will I be doing?' or 'What hours will I be working?' Don't start by asking about pay or holidays!
- Thank the interviewer when you leave.

After the interview...

- The interviewer will tell you when you can expect to hear if you've got the job or not. If you have not heard by that date contact the employer to find out if the job has been filled.
- There may have been a lot of competition for the job, so don't take it personally if you are unlucky this time.
- Ask for feedback so you can learn from the experience.

Once you've started...

It will take time to settle in, so don't expect everything to be perfect from your first day. Don't be afraid to ask for help if you don't understand, or if you have problems.