

1. RESEARCH

GET FAMILIAR WITH THE ORGANISATION!

Check out their **website** and **social media** to get a sense of who they are, what they do and what they stand for.

If it is something like a shop or café, you could pop in to find out more and get familiar with the space. **Make notes** of things you like about the organisation.

Read the **job description** carefully so that you know exactly **what you are applying** for and write down any **questions** you want to ask.





2.

PREPARE FOR QUESTIONS

LOOK UP COMMON
INTERVIEW QUESTIONS AND
THINK ABOUT HOW YOU
MIGHT ANSWER THEM. YOU
COULD:

- Make **bullet point notes** of your answers
- Ask a friend or family member to **practise** with you
- Practice **saying your answers** in the mirror
- **Watch videos** of example interview answers
- **Record yourself** answering questions and play it back

Interviewers often ask for **examples** of times when you have displayed certain **skills**. Take some time to think of examples **in advance**, so that you don't get stuck in the interview.

3.

BE A STAR!

THE **STAR TECHNIQUE** IS A REALLY USEFUL WAY TO BREAK DOWN AN EXAMPLE OF A TIME WHEN YOU HAVE SHOWN A SKILL:

S – **Situation.** Set the scene – what was happening?

T – **Task.** What was the task or challenge you needed to overcome?

A – **Action.** What did you actually do, in order to meet that task?

R – **Result.** Don't forget to tell them about the positive outcomes!

This can help you to break down your example in a clear way, making sure you cover each part of the story. Find out more about STAR here:

www.bbc.co.uk/bitesize/articles/zvf3vwx



4. PLAN YOUR JOURNEY



MAKE SURE THAT YOU KNOW EXACTLY WHERE YOU ARE GOING, AND THAT YOU HAVE A SOLID PLAN TO GET THERE.

Decide what time you need to leave your home - **you should aim to arrive ten minutes early.**

Write down or **screenshot** any details of **train times** or **bus route numbers** just in case you lose signal or run out of data on the day. 'Directions' on google maps is a helpful planning tool.

5. REASONABLE ADJUSTMENTS

IF YOU HAVE **ADDITIONAL NEEDS**, YOU CAN ASK FOR THE ORGANISATION TO MAKE 'REASONABLE ADJUSTMENTS' TO HELP YOU IN THE INTERVIEW. EXAMPLES MIGHT BE:

- Having the interview questions in advance
- Extra time to answer
- An interpreter

Make any requests as early as you can, to give employers time to put things in place. Find out more here:

www.scope.org.uk/advice-and-support/ask-for-adjustments-at-interview/





PLAN YOUR OUTFIT WELL IN ADVANCE AND MAKE SURE EVERYTHING IS CLEAN AND DRY.

Sometimes you may need to wear **specific** things, for example, if you are interviewing for an outdoors-based role you might need comfortable shoes. **If you are unsure, contact the organisation.**

In general, try to look **clean and tidy**. Avoid things like trainers, too much make-up/scent or very informal clothes like oversized hoodies or crop tops. You might be able to borrow things from friends and family if you get stuck!

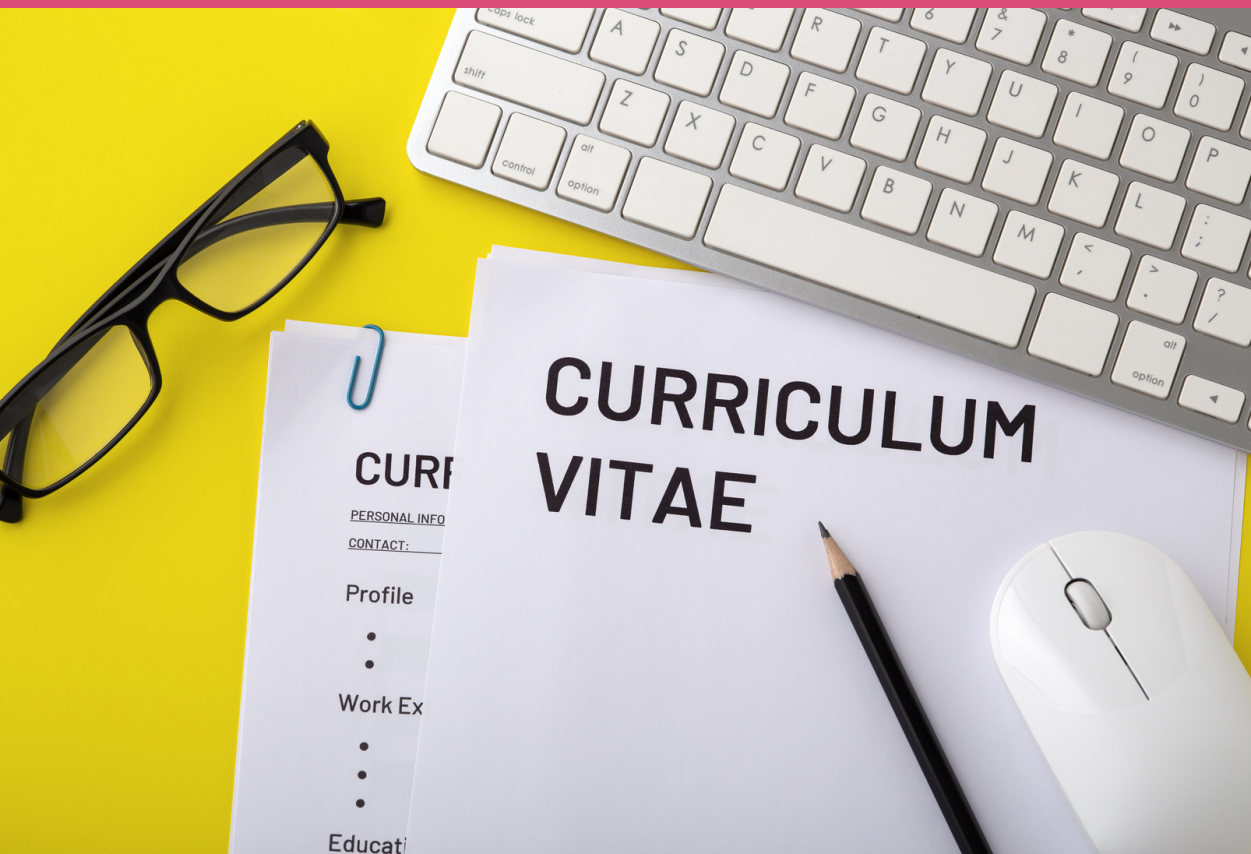
6. WHAT TO WEAR...

7.

WHAT TO TAKE?

NOTES – It can be really helpful to take a **notebook and pen** into the interview with you. This shows good preparation, and you can look at your notes to help you answer questions.

DOCUMENTS – The organisation may ask that you take documents with you, such as **ID, certificates, copies of your CV.**



OTHER THINGS

- Raincoat/umbrella
- A small hairbrush
- Money/card
- Your phone
- Water bottle
- A snack if you are travelling a long way

THE DAY BEFORE



- Check your **clothes, shoes, coat and bag** are all **clean** and **ready** to go.
- Look at the **emails** again to double check the **time, date and location**.
- Check for **travel issues like train strikes**, if relevant
- Check **who you need to ask for** when you **arrive** and write this down/take a screenshot.
- Save **contact numbers** into your phone just **in case you are delayed** and need to call.
- Try to **relax** and get an early night if you can!

8.

DURING THE INTERVIEW

9.

REMEMBER THAT IT IS NORMAL TO BE NERVOUS DURING AN INTERVIEW!

You can ask for a **glass of water** and sip this if you find your mouth is getting dry from nerves and all of the talking.

If you are **unsure** about a question, you can **ask for the interviewer to repeat** it or say it in a different way to help you.

Taking a couple of **deep breaths** can help you to slow down and feel calmer.

These videos might help!
www.getcareerconfident.co.uk/resources/interviews-videos





10. BODY LANGUAGE

BODY LANGUAGE IS A BIG PART OF HOW WE COMMUNICATE AND CAN BE REALLY IMPORTANT IN AN INTERVIEW. HERE ARE SOME THINGS TO CONSIDER:

- **Smile!** Try to be **positive and confident**, especially when you first say hello.
- **Sit up** rather than slouching.
- **Don't check your phone** during the interview.
- Try not to fidget too much, e.g. clicking a pen.
- Try to **make eye contact** where comfortable.
- Try to **look interested**, avoid staring out of the window .

11. QUESTIONS

AT THE END OF AN INTERVIEW, YOU WILL ALMOST ALWAYS BE ASKED IF YOU HAVE ANY QUESTIONS.

It is good to prepare about three questions to ask the employer. Here are some ideas:

- What would a typical day look like in this role?
- What is the best thing about working for this company?
- Are there opportunities for extra training?



Remember that an interview is as much about the employer finding out if you're right for the job as you working out if it is a good fit for you! Use the opportunity to check anything that is unclear about the role or the organisation, or anything you want to find out more about. Just in case it is good to prepare about three questions to ask the employer to show you're interested in the role

WRITE YOUR QUESTIONS DOWN IN YOUR NOTEBOOK SO THAT YOU DON'T FORGET THEM.

AFTER THE INTERVIEW

12.

**RELAX! WELL DONE, YOU MADE IT THROUGH YOUR INTERVIEW!
TAKE TIME TO UNWIND AND CHILL OUT.**

1. REFLECT

What went well?

Were there any surprises?

Did you learn anything for next time?

It might be helpful to make notes of lessons learnt and tricky questions for future interviews.

2. GET FEEDBACK

If you were **not selected** for the job, you can **ask for feedback**. This can be really useful to help you for next time.



3. STAY POSITIVE!

Remember, it is normal to go to a few interviews before you find the right fit. **Each interview is an opportunity to learn and improve your technique, so keep at it!**