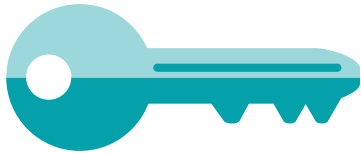


INTERVIEWS

So, your new CV has landed you an interview? Great news! But this is only your foot in the door. Now we will offer some guidance on interviews, and how best to prepare for them.



THE KEY IS PREPARATION, PREPARATION, PREPARATION!

Spend some time researching the company and what it is that they do. This will help you get into the right frame of mind, and allow you to think of the best ways to answer any possible questions. The best place to research the company is on their website and social media pages. You should also read over the job description and person specification so that you can think of examples which explain why you fit the bill.



TIMING IS EVERYTHING

Make sure that you plan your journey beforehand, and aim to arrive 15 minutes before your interview. Turning up late is never excusable. A little bit of planning the night before can save you a whole lot of hassle, and being punctual is a really simple way of getting things off to a good start.



TURN YOUR PHONE OFF

Once you arrive, be sure to turn your phone off. Not only is it a physical distraction if it goes off during the interview, but it is also a mental distraction if you're looking at it immediately before going into the interview. Your mind should be on the interview and nothing else.



DRESS TO IMPRESS, MAKE EYE CONTACT AND SMILE!

Experts say that it takes between 5 and 15 seconds for someone to form a first impression, so it's true what they say... first impressions count!

Therefore, it's vital that your personal appearance and conduct get things off to a good start. Make sure that you dress smartly, and are genuinely pleased to be meeting the employer..

INTERVIEWS

So, now it's time for the interview. Take a deep breath and get ready to shine! Here are some tips, with more available on the [Prospects](#), [Indeed](#) and [National Careers Service](#) websites, along with [our interview tips video](#).



ACTION TIME

Make sure that you sit up straight, and maintain eye contact when speaking to the interviewer. This is your opportunity to put all of your preparation into practice. Don't worry if you feel nervous or a little shaky, that's completely normal.



STAY POSITIVE

Even if you think that the interview isn't going great, just keep going and don't dwell on things that you've said! Similarly, if an employer asks you about your weaknesses, don't spend too long talking about them and try to turn them into a positive!



ASK QUESTIONS

You should always go in to the interview with a couple of questions ready. These could be about something really general like asking about the industry or the role, but not having any questions to ask can be viewed as you being disinterested. Show the employer that you have done your research, and are excited by the role!.

NEXT ➔

NEXT STEPS

At the end of the interview, it is perfectly acceptable for you to ask the employer what the next steps are. You can do this by asking "should I be successful, when can I expect to hear something back from you?". This shows the employer that you are positive about how the interview went..

VIDEO INTERVIEWS

Video interviews are becoming more and more common. However, you should still prepare in the same way you would for a normal interview, because it is exactly that... a normal interview! The only difference is that you aren't face-to-face, but everything else still applies. For a video interview, you should:

Ensure that you are in a quiet space with good lighting, that is free from any possible interruptions

Check your internet connection and close any browsers that aren't needed

Ensure that your camera and microphone are working

Take your phone out of eyeshot so as not to get distracted

Still dress professionally

Maintain eye contact with the camera

Smile and nod your head to show that you are engaged with what the interviewer is saying

Have a copy of your CV and any notes nearby