

INTERVIEW TIPS

There are no two ways about it, interviews are often nerve-racking and often cause a sense of dread in the candidate. But they needn't be.

We've set out a few handy tips to help get you through the interview process when you next apply for a job.

Preparation is Key

Firstly, where possible choose a time and date that works for you and allows you enough time to do a little prep work.

Speaking of which, here are a couple of ways you can ensure you're prepared: -

A few days before:

1. Read the job description carefully, highlight or make note of the skills and qualities that they're looking for.
2. Prepare some examples of your past experience that shows you have the skills, qualities and knowledge they're looking for.
3. Research the company you're applying for:
 - a. Find out more about their products
 - b. Go into the shop as a customer, get a feel for the experience in that outlet, what do they do well?
4. Ask someone you trust to ask you a few questions, so that you can practice your answers.

Make a note of two or three questions of your own that you can ask the interviewer at the end of the interview. This shows that you're enthusiastic about the job.



The day before:

1. Pick out what you're going to wear ensuring it's suitably smart and comfortable.
2. Double check what time you need to arrive.
3. Aim to arrive five to 10 minutes before your interview starts, then decide what time you'll need to leave home.
4. Plan how you're going to get to the interview, eg;
 - a. Check bus timetables
 - b. Check where you can park

On the day:

1. Double check the name of the person you're meeting.
2. Make sure you know who to call in case you're late.
3. Ensure you have a notepad and pen as you may wish to write notes.

Arriving at your Interview

1. Turn your phone off or ensure it's on silent mode.
2. Take a few deep breaths to calm yourself - nerves are normal.
3. Smile and greet your interviewer with confidence.

During the Interview

1. Always be polite.
2. Listen to the questions and pause to think before you begin to answer.
3. If you don't understand a question, ask them to repeat or explain further.
4. Be positive about your experiences. If you've faced difficult situations in the past, explain how you learned from them.
5. When given the opportunity, ask a couple of questions, such as:
 - a. What opportunities are there for training with <insert company name>?
 - b. Are the opportunities for growth up through the <insert company name>?

Good luck!