

Attending an Interview

If you have been invited to an interview, you should be feeling very positive about yourself as you have already succeeded at the first stage, i.e. your CV, application form or initial telephone call must have impressed the employer enough for them to want to meet you and find out more about you. The interview is your chance to convince the employer that you are the best person to fill the vacancy and give you the opportunity to show the employer how enthusiastic you are about the job.

Four key areas to success in an interview are:

Before the interview:

- Do plenty of research on the company or organisation offering the job.
- Read carefully through any information you have been sent by the prospective employer. Check whether you will have to perform any practical tests or give a presentation.
- Remind yourself of the contents of your CV, application form or personal statement so you can expand on any items that the employer may pick up on.
- Be clear as to why you want the job & how you can convince the interviewer that you are the best person for it.
- Be prepared for questions that you may be asked in the interview.
- Prepare some questions for you to ask at the interview.

A few days to go:

- Decide what to wear.
- How will you get to the interview?
- Have your exam certificates to hand and other documents that may have been requested.

On the day

- Allow plenty of time to get ready.
- Check your shoes are clean and polished.
- Make sure your hair and nails are clean.
- Make sure you do not wear too much jewellery.
- Take the interview letter with you.
- Allow extra time for traveling so you arrive in plenty of time.
- If unforeseen circumstances cause you to be late, telephone someone to let them know.

The interview itself

- Take a deep breath before entering and smile.
- If offered water, accept it as this can buy you useful time to think later on.
- When you sit, make sure you are comfortable.
- Listen carefully to questions as they are asked. If you do not understand them, ask “Could you repeat that please” or “I’m sorry I am not sure I understand what you mean, could you expand on that for me please?”
- Answer questions clearly and concisely.
- Try not to use ‘umms’ and ‘aahs’ to fill gaps.
- Do not leave the interview without asking what the next step of the process will be.

Planning is vital to interview success. The successful candidate at any job interview is not necessarily the one with the most impressive qualifications, but the one with the best interview skills. For a more comprehensive guide to attending an interview please call BEST Training’s helpline on 0845 450 8600.