

Prepare yourself for your interview

People 4 Success wants you to be successful in finding the right job. Some say that moving house is the most stressful thing we do in our lives but for most of us, facing a job interview can be just as daunting. Careful planning can help you not only get through the interview but make the interview go well for both you and your new employer! Below are some tips to help:

- Find out as much as you can about the job. Ask for a job description.
- Review your skills and experience and be able to talk about them, matching them with the role you are applying for.
- Write a list of questions you might get asked and prepare some thorough answers.
- Write a list of questions you would like to ask the interviewer
- Make sure you know what time and where the interview is. Ideally arrive 5 to 10 minutes early so you have time to relax. Don't put yourself under extra pressure by having to rush.
- Get some smart clothes prepared – smart and professional. First impressions are incredibly important
- Have excellent personal hygiene and presentation
- Stay calm and don't fidget
- Always be honest
- Be aware of your body language – smile and have good posture. Don't cross your arms as this gives the impression of putting up a barrier between you and the interviewer.
- Use the interviewer's name and make eye contact
- Show enthusiasm and self-confidence. Demonstrate why they should hire you!
- Listen carefully to the questions and keep your answers focused and to the point. Ask questions if you don't understand or are not sure what the interviewer means.
- Take time to think about how to answer questions – it's OK for there to be a bit of silence.
- Be careful not to talk too much and don't criticise a former employer.
- Check with the interviewer about when you are likely to hear back from them.
- Don't be afraid to ask about the wage range or hourly rate for the position and make sure you have an answer ready if you are asked how much you want.
- Shake hands and thank the interviewer for their time at the end of the interview.
- Remember to believe in yourself and don't be afraid to sell yourself. If you don't nobody else will