

Interview Tips - During the Interview

- Be courteous and smile. Your interviewer may hold out their hand for a handshake, although this is less common following Covid-19.
- Interviews are a nervous experience for most people, but the trick is not to let your nerves get the best of you. Make sure you breathe, drink some water when you need it, and speak clearly and confidently to ensure you give the best impression of yourself. If you need to take a few seconds to think about the question before answering it that's ok, you don't need to start your answer immediately.
- Think about your body language - you want to look enthusiastic and interested. So think about your posture and make sure not to slouch, cross your arms, fidget, or tap your feet where possible.
- Make sure to look the interviewer in the eye. If you're being interviewed by a panel, try to glance at the rest of the panel and not focus your attention purely on the person who has asked you a question.
- If you're attending a virtual interview don't answer questions, for example on what the values of the organisation are, by reading from your screen or phone. The panel will be able to see you do this and it may give them the impression that you've not done your research.
- Be yourself. Look to be open and honest when answering questions, the interview panel want to know who you are and what you think as opposed to hearing about exaggerated experiences.
- If you don't understand a question, ask for clarification or have them repeat the question.
- If you don't know an answer, be honest, this is better than answering the question wrong. In this instance, if you haven't experienced a certain situation, give examples on how you would react/what you might do to resolve it.
- Try to avoid giving just "yes" and "no" answers as these stop the conversation, instead make sure you expand and give some

information to support your response.

- Don't forget to use your opportunity to ask questions.
- End on a positive note. When the interview is over, smile and thank the interviewer panel for their time.