

Interview Tips - Preparing for your Interview

- Confirm your attendance. If you have any issues contact the organisation as soon as possible to rearrange.
- Inform the organisation if there are any reasonable adjustments which you require to be made.
- Try to find out what type of interview you will be having – will it be formal/informal?
- Do your homework! What does the organisation do? What are their values?
- Refer to the job description and person specification to look at what skills, experience and qualities the organisation is looking for. Also refresh your memory on what you wrote in your application form or CV.
- Practise your interview technique. Think of some questions and practise how you might answer them.
- Prepare some questions. Think about what you might like to know about the role or team for example.
- Look at where the interview is being held and plan your journey. It's also good to have a plan B, for example what if your bus breaks down on the way?
- Collate any certificates, identification or evidence you've been asked to take to the interview.
- Save a contact number in case you run into any issues on the day.
- Dress appropriately – smart and professional.

Extra tips for virtual interviews

- Download any meeting software which will be used, for example Microsoft Teams, Zoom.

- Set-up in a suitable place, for example find a quiet room with good lighting and remove any background photos from view where possible.
- Check that your camera, microphone and internet connection are all working.
- Make a note of the video telephone call number in case you run into any difficulties connecting to the interview.