

## Useful Websites

**North Tyneside Carers Centre** is your local carers centre if the person you support lives in North Tyneside. They can help you with information, advice and support on a range of topics including employability skills.

**Website:** [www.northtynesidecarers.org.uk](http://www.northtynesidecarers.org.uk)

**Email:** [enquiries@ntcarers.co.uk](mailto:enquiries@ntcarers.co.uk)

**Phone:** 0191 643 2298

**Newcastle Carers** is your local carers centre if the person you support lives in Newcastle upon Tyne.

**Website:** [www.newcastlecarers.org.uk](http://www.newcastlecarers.org.uk)

**Email:** [info@newcastlecarers.org.uk](mailto:info@newcastlecarers.org.uk)

**Phone:** 0191 275 5060

**Carers Northumberland** is your local carers centre if the person you support lives in Northumberland.

**Website:**

[www.carersnorthumberland.org.uk](http://www.carersnorthumberland.org.uk)

**Email:** [Info@carersnorthumberland.org.uk](mailto:Info@carersnorthumberland.org.uk)

**Phone:** 01670 320025

**Job Centre Plus** has a Job Help website that can help you to find hints and tips on applying for jobs and ideas about jobs you may never have thought of.

**Website:** [www.jobhelp.campaign.gov.uk](http://www.jobhelp.campaign.gov.uk)

So, following your application for a vacancy, you have been invited for an interview. Well done!

If you haven't had an interview for a long time or it is your first interview, then the chances are that you may be feeling a bit anxious.

Try to relax and start to prepare. Thorough preparation will help you feel more confident and you will come across much better on the day.

Furthermore, using what you have learnt from the Transferable Skills Factsheet, you will be in a good position for preparing great answers to questions you may be asked.

### BEFORE THE INTERVIEW...

Contact the company to confirm that you will be attending. If your letter doesn't specify who you will be meeting, there is no harm contacting the company to ask who will be conducting the interview and is there anything specific you need to prepare for.

Know where you are going. Plan your route and make allowances for traffic or public transport delays.

**Top Tip:** *Prepare, Prepare, Prepare!*

Do a little research about the company so you know a little bit more about them, their values and any success stories. A good source for this is company websites 'About us' or 'News' sections.

Plan what you will wear on the day and have it set and ready to put on.

**Top Tip:** *If you have nothing suitable to wear contact your local carers centre.*

Prepare and have ready what you may need to take with you. This could include your CV, a copy of your application form, ID documents, a notebook, a pen and anything else you may feel is relevant.

**Contact your local carers centre for support around employability skills or join one of our online sessions!**

## Useful Websites

**National Careers Service** provides tools to help you make decisions on learning, training and work. You can access a skills assessment, explore careers or find courses.

**Website:**

[www.nationalcareers.service.gov.uk](http://www.nationalcareers.service.gov.uk)

**Carers UK** provides Learning for Living online course that can help you to start thinking about your own plan in life.

**Website:** [www.learning4living.org](http://www.learning4living.org)

**Body Language** is an important part of your interview success. Read more:

**Website:** [www.reed.co.uk/career-advice/body-language-interview-dos-and-donts](http://www.reed.co.uk/career-advice/body-language-interview-dos-and-donts)

**STAR Technique** is an excellent tool to use to answer interview questions. Read more:

**Website:**

[www.nationalcareers.service.gov.uk/careers-advice/interview-advice/the-star-method](http://www.nationalcareers.service.gov.uk/careers-advice/interview-advice/the-star-method)

### FURTHER POINTS TO NOTE:

The average interview will last 45—60 minutes and you should aim to do 70% of the talking.

Most employers will have formed an impression of you in the first 4 minutes of meeting you. It is called the 4 minute rule.

Body language is important, positive body language is vital in creating a good and lasting impression on an employer.

Be prepared for a range of different questions; open, closed, tell me, why, what if and competency based questions.

Practice answering competency based questions using the STAR Technique and real examples.

At the end of the interview try to think of at least one question you can ask the potential employer e.g. prospects for progression or further opportunities for on the job learning.

**Top Tip:** Thank the interviewer by name at the end of the interview.

### AFTER AN INTERVIEW...

Be prepared for a possible second interview.

Ask for constructive feedback if unsuccessful.

Stay positive!

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