

Interview tips

Before the interview

- **Research the company.** Do your homework on the company before the interview. Review their website, find things that you like about the company.
- **Read the job description carefully** to understand your day to day responsibilities and how your background will enable you to perform in the role.
- **Review your cv** – Make sure your cv is up to date and true. Consider how you may answer if you're asked why you are leaving your current role. (See our CV writing tips)
- **Plan your journey before the day** – How long will your journey take? Where will you park?
- **Have your outfit planned and ready** – Dress smart for the interview, (even if the interview is remote) First impressions count!
- **Practise your response to potential questions you may be asked** - See our 'interview questions'

On the day

- **Be on time** – That means early
- **Take a pen and notebook** – You may want to make notes during the interview
- **Have some questions prepared for your interviewer**- Think of things you would like to know about the business, anything that isn't clear to you from the job description.
- **Take a copy of your CV** - Up to date and on clean paper
- **Be confident and polite** – Make eye contact with your interviewer and use their name when talking to them
- **Ask if the employer would like to know anything more about you or see any more examples of your work.**
- **What are the next steps, When can you expect to hear back?**
- **Thank the interviewer for meeting with you**

