

HOW TO ACE THE INTERVIEW

How to Dress



Clothes

Men: Smart trousers, long sleeved shirt, a tie and possibly a blazer.

Women: Smart trousers/medium length skirt, blouse/smart top and possibly a blazer.



Shoes

Clean, smart shoes that match your outfit.



Hair

Hair in a simple style with no hat.

How to Prepare



Research

Make sure you understand what the company does and what you think the job role will involve. Consider what questions they will ask you and practice answering them.



Plan your journey

Do a test run of getting to the interview. Whether it is figuring out the bus route or driving in your car. Also, make a note of a contact number in case you have any trouble finding it.

Quick reminders

Remember to turn your phone off and remove any chewing gum.

How to Act



Arrival

Show up around 15 minutes early, so you have some time to compose yourself.



First Impressions

Be sure to smile, be polite and provide a firm handshake with the person/people conducting the interview.



How to Talk

Try to avoid mumbling, speaking too quietly or too quickly. Talk in a way you would treat an older professional, not in a way you would talk to a friend.



Use Examples

If you do not have many work-based examples, talk about hobbies, school/college or personal projects that are relevant to the role, this shows that you are passionate. Instead of stating you are hard-working, think of an example that proves you are. Avoid saying negative comments too, keep it positive.



Ask Questions

Interviews are not an interrogation, more of a professional conversation to determine if you are suited for the job. Use this opportunity to get to know what the job will entail and ask any questions you want to know. E.g. Have you hired apprentices before? What technologies do you use?

Tricky Interview Questions and What they Really Mean

Why do you want to work for this company? What are your motives for applying? Are you here for a paycheck or something more?
Where do you see yourself five years from now? Have you considered your potential future with us and your career progression?
What kind of work are you looking for? Explain why this job is right for you and give examples

Top Non-Verbal Mistakes

1. Failing to make eye contact and/or fidgeting
2. Having little knowledge of the job or company
3. Not smiling or appearing unfriendly
4. Yawning, bad posture or appearing bored