

Top Tips to prepare for your Interview

1. **Research-** Before going into the interview make sure to research the industry and company. This is a huge plus as it demonstrates enthusiasm and organization. Showing initiative and interest proves you are serious about the job. This will also let you see if you are a good fit for the company.
2. **Come Prepared-** Make sure to arrive at your interview with a copy of your CV, a notebook and a pen. If you would be more comfortable writing notes to remind you of how you meet the criteria- then do so!
3. **Dress Code-** It is important to know what to wear to an interview and to be well-groomed. If there's no dress code, you should come in looking neat, tidy, and well-dressed.
4. **First Impression-** This can be a great beginning- or quick ending- to your interview. Stand straight, make eye contact and connect with a firm hand shake.
5. **Explain carefully-** Don't assume the interviewer knows everything about you from your CV. Things you may think are obvious may not be to your potential employer. When asked about your past experience explain thoroughly what your Job Duties were and what skills you learnt from this.
6. **Listen-** From the very beginning your interviewer is giving you information. If you are not hearing it, you are missing a major opportunity! Observe your interviewer, listen intently and mirror their interactions.
7. **Match your skills to the Job Specification-** Before going to your Job Interview sit down and look at how your experience matches with the essential criteria for the job. Outline key words in the Job Description and make sure to mention these throughout with examples.
8. **Language-** Make sure to use professional language and be careful of any slang words or inappropriate references.
9. **Questions-** At the end you will more than likely be asked if you have any questions. Make sure to have questions in advance e.g 'What are the company values?' 'What do the day-to-day responsibilities of the role look like? This show you are a thoughtful candidate. You can also use this as an opportunity to touch on anything that may not have come up during your interview.
10. **Goodbye-** When your interview comes to an end make sure to leave the interview on a positive note and thank the Interviewer for their time.