

TEN TIPS FOR INTERVIEWS

1. **BE PUNCTUAL FOR YOUR APPOINTMENT** – First impressions count!
2. **LOOK GOOD AND DRESS SENSIBLY** – Social clothing is not always appropriate for the working environment
3. **BE ENTHUSIASTIC** – You will not be selected for the job/college/ sixth form place if you demonstrate you are not really interested in it at interview
4. **DO SOME RESEARCH BEFOREHAND** – Some knowledge of your prospective employer and his or her business always impresses and may put you ahead of your rivals for the post/likewise if applying for college/sixth form, research courses they offer/content etc
5. **BE HONEST AND ANSWER QUESTIONS TRUTHFULLY** – Economy of the truth will invariably be discovered to your detriment
6. **BE CONFIDENT** – Sit up! Don't slouch! Speak up and look your interviewer in the eyes, shake hands at the beginning and end of the interview
7. **EXPECT THE UNEXPECTED** – Listen to the radio and read some newspapers/online articles before the interview – and have an opinion
8. **BE SURE YOU WANT THE JOB/COLLEGE/SIXTH FORM PLACE** – It's all about attitude. Employers want to employ people who can join in running the business. College/sixth forms want students who want to learn and participate in all aspects of college/sixth form life
9. **BE POLITE AND CHEERFUL** – It may be cool to not 'be bothered'. You may be dealing up front with customers and if your demeanour is wrong they will 'be bothered'
10. **DO JUSTICE TO YOURSELF** – Show them who you are, what are your strengths, hobbies & interests; the grades may not be first class but demonstrating a willingness to learn and an honest and cheerful disposition makes up for oceans of academic achievement in some jobs.