



## Preparing for an interview

Everyone gets a little nervous when it comes to interviews, but in terms of interview success preparation is key! We believe you should prepare for an interview almost like you would prepare for an exam. Below are some tips to ensure you are interview ready!

- **Study the job specification:** always read through the job specification carefully ahead of your interview. It is a good idea to go through each requirement and think about how your own skills and experience align. If you don't have specific experience in certain areas be prepared to emphasise to the interviewer how keen you are to learn these skills.
- **Research the company:** have a good look at the company's website and read any recent online news articles you can find about them. Interviewers often ask what you know about their company and why you would like to work there – this research will help you sound informed and interested.
- **Make sure you know your CV well:** it is also important that you know your own CV well. Re-read it just before your interview so it is fresh in your mind. Most interviews have CV-based discussion, so you need to be prepared to elaborate where necessary on your experience and achievements.
- **Dress appropriately:** how you dress for interview will depend on the type of role you are applying for and the industry in which you work. As a general rule, we always recommend dressing smartly whether your interview is in person or via video call. If you are not sure how to dress, don't be afraid to check with the person who arranged the interview for you.
- **Video interviews:** interviewing via MS Teams or Zoom is a convenient way for interviewers to meet candidates, and people often feel much more at ease interviewing from their own home. To avoid any mishaps, always test the interview link beforehand and ensure your camera and microphone are working and your device is fully charged. Make sure the room you choose to interview from is quiet and well-lit with a neutral background or use the background blur function.



- **In-person meetings:** if you have been asked to attend an in-person meeting, always plan in advance how you are going to make the journey and how much time it will take. Make sure you check train timetables in advance or consider if you might have to allow for traffic when travelling at a particular time of the day. If you are unfamiliar with the area, Google Street View can help you plot out your route in advance.
- **Be prepared to ask questions:** at the end of an interview you will usually be asked if you have any questions. It is often a good idea to think in advance of a few things you could ask in case your mind goes blank here. Asking questions is important and it shows you are interested and engaged in the process.