



## Tips for a successful interview

So, the day of your interview has finally arrived. It is completely normal to be nervous but ensuring you have prepared can really help you to feel in control and at ease.

- **Be on time:** we cannot stress enough how important it is to be on time and not keep interviewers waiting. If your interview is via video, we would suggest joining 5 minutes early to ensure that the link is working. If you are meeting in person, arrive 15 minutes early in case you need to sign in at reception or go to another part of the building to meet the interviewers. If something goes wrong (e.g., your train is delayed) ensure you let the interviewers know that you might be late and remember to apologise for keeping them waiting when you do arrive.
- **First impressions count:** before entering the interview take a couple of deep breaths, relax your shoulders and straighten your posture. This will ensure you look confident and relaxed. When you meet the interviewer make sure you smile and maintain eye contact.
- **Keep your answers concise:** don't be afraid to take a moment to collect your thoughts before answering a question and clarify anything you are unsure of. When you do reply, try to keep your responses as clear and concise as possible.
- **Be positive:** your interviewer will be thinking about what it would be like to work with you so make sure you present yourself as upbeat and enthusiastic. Do not speak negatively about your current company or job as this may not reflect well on you. If you have encountered difficulties in your current role reframe this positively to describe how you have overcome these challenges.
- **Why should they hire you?** In most cases there will be other candidates interviewing for the same role so it is essential that you demonstrate why you are the best person for the job. Be ready to talk about your knowledge, experience and skills. Make sure you relate your experience to the job on offer and the company.
- **Remember your manners:** always finish your interview by thanking the interviewer for their time.