

## **Some guidance to pass your interview**

There is a lot you can do before, during and afterwards to help things go well in your interview.

### **BEFORE THE INTERVIEW**

Preparation is vital and the following check list will help you be as ready as possible.

#### **1. When is it?**

Check carefully the date and time of your interview.

#### **2. Where is it?**

Confirm with your host tutor the address of the company you are sent to. Make sure you know where you are going to and how to get there, if someone is going with you or if you are supposed to go on your own. . If you are not sure of the route, don't be afraid to ask.

#### **3. Who are you seeing?**

Who should you ask for when you arrive? If you know who you are going to see and what their job is you will feel more confident and be able to anticipate the questions you will be asked.

#### **4. What is the job?**

Ask your host tutor the exact description your job deals with so you can anticipate the questions and prepare your answers.

### **WHAT TO WEAR**

The key point is to wear according to the occasion not the type of work placement you are going to do. First impressions are very important and if you show that you have given thought to your appearance it will certainly count in your favour. If you look smart and well groomed it suggests that you are taking the job interview seriously and showing respect for the interview.

Generally speaking it is better to dress conservatively rather than jeans.

Don't wear badge, football scarves or T-shirts with a message unless you are absolutely certain it will help your cause.

Wear clean, polished conservative shoes and make sure your fingernails are properly trimmed.

Avoid chewing gum, candy or cigarettes.

No visible body piercing (nose ring, eyebrow rings, etc.)

Wear shoes with conservative heels.

If you wear nail polish (not required), use clear or a conservative colour.

Minimal use of makeup (it should not be too noticeable)

Many have said that you can judge a person by their shoes. Many employers are especially aware of a person's shoes. Make sure your shoes are conservative, clean, and polished.

## **WHAT TO SAY**

A major worry for many interviewees is not knowing what they will be asked. However if you spend a little more time preparing yourself you should be able to anticipate several obvious questions and plan your answers so you will feel and sound more confident.

In this list below you can find some useful general questions for you to prepare your interview

1. -Tell me about yourself.
2. - What do you want to do with your life?
3. -Do you have any actual work experience?
4. -How would you describe your ideal job?
5. - Why did you choose this career?
6. - What goals do you have in your career?
7. - How do you plan to achieve these goals?
8. - Describe a situation in which you were successful.
9. - What do you think it takes to be successful in this career?
10. - Would you rather work with information or with people?
11. - Are you a team player?
12. - What motivates you?
13. - Why should I hire you?
14. - What do you see yourself doing five years from now?
15. - Where do you want to be ten years from now?
16. - Do you handle conflict well?
17. - Have you ever had a conflict with a boss or professor?
18. - How did you resolve it?
19. - What major problem have you had to deal with recently?
20. - Do you handle pressure well?
21. - What is your greatest strength?
22. - What is your greatest weakness?
23. - If I were to ask one of your professors to describe you, what would he or she say?

24. - How has your education prepared you for your career?
25. - What were your favourite classes? Why?
26. - Who were your favourite teachers? Why?

**When answering always remember these five points:**

1. - Do not go into too much detail. Your time is limited and the interviewer will ask for further clarification if needed.
2. Avoid simply saying yes or no when you could ask something about you that is relevant for your work placement.
3. Always tell the truth, honesty is the best policy.
4. Be positive about yourself.
5. Do not be negative about others.

## **The interview**

Are you nervous? Of course you are. You want to do well and get chosen for the work placement. You have prepared well- that should help. Make sure you arrive 5 or 10 minutes earlier than your appointment time.

### **When you arrive**

1. - Take off your coat if you are wearing one and announce yourself to reception "Hello, my name is \_\_\_\_\_ I have an appointment with \_\_\_\_\_"
2. - Decline the offer of tea or coffee, and don't smoke.
3. - Look around you. Get familiar with the work environment.
4. - Try to focus on your breathing- Long slow deep breath should help calm down butterflies.

### **During the interview**

1. - Make sure you remember the name of your interviewer
2. - Be positive when you answer questions. You might feel as if you were selling yourself. Don't worry you are!
3. - Remember your body language. Maintain eye contact with your interviewer, don't slouch, don't fidget with hair or jewellery, a smile to begin with can relax you and everyone else.

4. - Remember that interviewers are human too. They have a job to do and if you are helpful, positive and enthusiastic you will make his job easier. You will also have a much better chance of getting the work placement.

5.-Thank the interviewer for seeing you before you leave.

Don't just read these questions--*practice and rehearse the answers*. Don't let the company interview be the first time you have actually formulated an answer in spoken words. It is not enough to think about them in your head--practice! Sit down with your teacher, a friend, a significant other, or your roommate (an especially effective critic, given the amount of preparation to date) and go through all of the questions. Make the most of every single interview opportunity by being fully prepared!