

# ULTIMATE INTERVIEW TIPS

Preparing for an interview? Follow these top tips to make sure you keep calm and in control.



Arrange to visit the premises to get a feel for the environment and the role before attending for the interview.



Alternatively, make sure you know where the venue is and where to park if necessary. You could time the journey so you know how long it will take you to get there.



Research the company - what is their background? What do they do? What specific skills will they be looking for in their ideal candidate? Make sure you're familiar with the company before your interview.



Analyse the job description (JD). Write down examples of your relevant experience and skills.



Practice your answers - know what you're going to say to demonstrate your relevant skills and experience. Try not to sound rehearsed but feel confident in what you're saying and practice the main points.



Prepare some relevant questions to ask the interviewers at the end of the interview. Show you've done your research!



Organise any documents you need to take with you such as ID, certificates or proof of address - double check what you need to take.



Get a good night's sleep the night before - feeling energised and refreshed will help keep your mind focused on your interview.



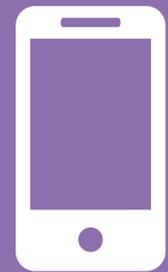
Take some time to make sure you look and feel your best. Dress smartly and give a good impression.



Be on time and allow extra time for your journey. Aim to arrive 15 minutes early as this will give you time to collect your thoughts and calm your mind.



Bring a notepad and pen to take notes or write down any information or questions you may have.



Turn your mobile phone off or switch it to silent when you arrive for your interview.

FOR MORE TIPS AND RESOURCES ON RETURNING TO WORK AND STAYING HAPPY AND HEALTHY WHILE YOU'RE THERE VISIT [ENABLEEAST.ORG.UK/HEADSUP](https://enableeast.org.uk/headsup)



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