

# PREPARING FOR INTERVIEWS



The better prepared you are for an interview, the more comfortable you will feel. **And the stronger you will perform!**



## Tips for facing those interview nerves head on ☒

- ☐ Make sure you know where you're going for your interview and how long it will take to get there. **Don't feel rushed on the day**
- ☐ **Always research the company/project/team**, as they will expect you to know something about them
- ☐ Arrive looking smart, be friendly and make eye contact. **Remember to smile!**



- ☐ **Make sure you read the pre-interview paperwork carefully** so you know if you're expected to prepare anything, or if there will be a particular task to do at the interview
- ☐ **Practise answers to questions** you think might come up, and be prepared to talk about any employment gaps
- ☐ **It's natural to be nervous.** Make sure to listen to questions and feel able to take a breath and pause to think before answering. It's fine to ask for a question to be repeated as well!
- ☐ If you can't think of examples from your employment history to help answer a question, **simply use an experience from your education or your personal life**
- ☐ **Take along examples of your work when relevant to a role,** ie: things you have designed, written, or made
- ☐ **Prepare a couple of your own questions** that demonstrate you have considered and understood the job you are being interviewed for
- ☐ **Always take with you anything the employer requests,** e.g. right to work documents



Possibly the most important thing to remember is that interviews are hard, give yourself a break if things don't go to plan. Make sure you learn from each experience and ask for feedback after each interview – **your time will come!**

**For general advice visit:**

[www.nationalcareers.service.gov.uk/careers-advice/interview-advice](http://www.nationalcareers.service.gov.uk/careers-advice/interview-advice)

[www.prospects.ac.uk/careers-advice/interview-tips](http://www.prospects.ac.uk/careers-advice/interview-tips)



If you're interested in finding out how our HeadsUp employment support project could help you, **check out our website or drop us an email.**

[www.enableeast.org.uk/headsup](http://www.enableeast.org.uk/headsup)

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