

## Interview Preparation – 10 Top Tips.

1. Gain entry by having a great application and covering letter – really read up on what the company is doing and how you might fit into it's organisation.
2. Make sure you know what format the interview will take and who will interview you.
3. Do your preparation on the type of questions you might get asked.
4. Have answers to the most obvious questions such as; What are your Strengths & Weaknesses, What do you want to do in 5 years time, What are you most proud of etc.
5. Many interviews are based on competencies – make sure you know the competencies they are looking for and have examples of your own work related to those.
6. Think up questions yourself on what you might need to ask – interviews are a two way process.
7. Practice with someone who is used to interviewing
8. Refine your technique based on feedback you are given.
9. Make sure you know where you are going for the interview and plan your route carefully.

Finally, Wear the right sort of clothes to mirror the organisation.

If you are interested in getting support for an interview do give us a call 01249 782988 or 07917 713 160.

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