



Interview Tips

Before the Interview

- Anticipate the questions you will be asked – refer to the Job Description and the Job Advertisement, your CV or Application Form and to the research you did before you submitted your application.
- Use the CARL Competency Preparation Sheet (see next page) to draft your answers, then edit your answers by cutting out all unnecessary words.
- Practise answering out loud – ideally with a trusted colleague or friend.
- Plan your route to the interview.
- Choose interview clothing and personal grooming suitable to the job you are applying for (for example, for catering jobs, demonstrate your commitment to best hygiene standards by ensuring that your hair is tied back. Keep fingernails short and don't wear nail varnish. Avoid heavy makeup and fake tan).
- Model the behaviours you will need to demonstrate in the job (for example, be friendly, polite, organised, honest, motivated).
- Get a good night's sleep.
- Think positive – if you've prepared thoroughly you can put your best foot forward.

On the day of the Interview

- Arrive at the interview location ahead of time but announce yourself no earlier than 10 minutes before your interview.
- Treat everyone you meet with respect.
- Breathe deeply to calm any nervousness.

During the Interview

- Greet the interviewers warmly and let them lead the conversation.
- Establish eye contact with all interviewers on the panel and focus mainly on the person who is asking you the questions.
- Listen carefully and answer clearly, providing strong examples to back up your skills and achievements.
- Keep distracting gestures and mannerisms in check (no hair flicking, biro clicking or leg jiggling. Avoid verbal ticks such as "you know", "um" and "er". Avoid grammar clangers such as "I done" and "I seen").
- If you don't know the answer, be honest and don't bluff.

At the end of the interview

- Interviewers are usually operating against a strict timetable so don't delay them unnecessarily.
- Only ask questions if the information you need is vital.
- If you have no questions, use the opportunity to briefly summarise your suitability and to reconfirm your interest in the job.
- Thank the interviewers for the opportunity to attend for interview.