



Preparing for an Interview



Prepare for the interview. Find out about the company and what it does, and make sure you know the company's correct name. If you get this wrong you probably won't get a second interview.



Practise what you will say with someone before the interview. Get someone that you know and trust to pretend to be the interviewer and to ask you questions. They can then give you some advice on what to work on for the real interview.



Don't be late. If you need to, go to where the interview will be held the day before to make sure you know how to get there.



Relax and be yourself. Be the best that you can be and look at an interview as an adventure. You are likely to learn something new and useful, even if you aren't the right person for the job.



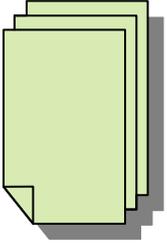
Smile and be friendly. Don't be shy. A big smile will make a good first impression.



Use a firm handshake and make eye contact. A limp handshake or not looking at someone can make you look nervous.



Try to answer every question that the employer asks. If you don't understand something, ask them to explain it in another way.



Bring copies of your CV and a record of your work.

Interviewers don't always have a copy of your CV with them and you will look very prepared if you have extras. A portfolio with samples of your work is also impressive. Pictures can be good too.



Look the part. You want the employer to be able to see you doing this job. A tidy and professional appearance are important. Even if you know that you wouldn't have to dress up if you got the job, it is important that the employer gets the best first impression of you.



Ask questions. Make sure you have prepared a few questions ahead of time. Write these down so that you can look at them if you forget them because you are nervous. Interviewers will expect you to ask questions and may think that you are not interested in the job if you don't ask any.



Bring a diary or paper and a pen. This way, you can take notes which will show that you are interested and paying attention.



Write a thank-you note. Make sure you get business cards from every person who interviews you and send a handwritten or typed and signed note to each person. Make sure you spell their names correctly. Most people don't do this and it will help you stand out from the crowd.