

# How to Prepare for an Interview.



## Activity

What should you do?

**When you find out  
you've got an interview**

**On the day/night  
before the interview**

**On the day of  
the interview**

\* Handout Resource 1.0 Place the cards in the right column

# Interview Skills:

## Face to Face & Virtual Interview Tips

<p><b>Who</b></p> <p>Do your research. Check the company website. Think about why you want the job.</p>	<p><b>Questions</b></p> <p>Prepare two or three questions to ask the interviewer – you are likely to be asked if you have any questions at the end of the interview.</p>	<p><b>Where</b></p> <p>Plan your journey. If virtual make sure you have the correct meeting link and test your tech (mic, camera, speaker)</p>	<p><b>Professional</b></p> <p>Dress appropriately for the job you are interviewing for even if it's a virtual interview. Check your appearance e.g. clean nails, clean clothes, clean shaven?</p>	<p><b>Examples</b></p> <p>Remember to give examples when answering questions. The employer needs evidence that you have the skills you say you have!</p>
<p><b>Nerves</b></p> <p>You will be nervous. Avoid stimulates like coffee before the interview – it can make you feel more nervous. Relax, they want to meet you!</p>	<p><b>Time</b></p> <p>Be on time! Try to arrive 10 minutes before to get organised even for a virtual interview</p>	<p><b>Smell</b></p> <p>Don't have a cigarette just before you go in – a mint doesn't hide the smell!</p>	<p><b>Communication</b></p> <p>Don't chew gum during the interview. Use it to freshen your breath and then get rid of it!</p>	<p><b>Ending</b></p> <p>Add anything important you wanted to say if it didn't come up in the questions. Don't forget at the end of the interview to thank your interviewers and shake hands if face- face.</p>
<p><b>Create a good impression</b></p> <p>Get rid of any distractions - Turn off your phone</p>	<p><b>Introductions</b></p> <p>Introduce yourself to the interview panel Shake hands when the employer meets you if it's face-face</p>	<p><b>Drink</b></p> <p>Not a hangover! If you're feeling nervous or your throat is dry during the interview, it's fine to drink some water</p>	<p><b>Attention</b></p> <p>Make eye contact and smile through the interview. If it's a virtual interview look at the camera</p>	<p><b>The Employer</b></p> <p>Remember that you are interviewing them as much as they are interviewing you! Would you be happy working here?</p>
<p><b>Body Language</b></p> <p>Try not to fold your arms across your chest or lean forward in your chair as these postures can make you look defensive or aggressive.</p>	<p><b>Listen</b></p> <p>Feel free to ask the interviewer to repeat a question if you didn't hear it, or to clarify what they mean if you didn't understand.</p>	<p><b>Answers</b></p> <p>Give yourself time to consider the question before answering. Take a sip of water, use your notes or ask the question to be repeated. job.</p>	<p><b>What</b></p> <p>Always tell the truth – it's very stressful living a lie! Don't use slang with your answers.</p>	<p><b>Help</b></p> <p>You can ask to take notes in with you. Have your examples written up and use them if you are struggling. If you have to complete a task, ask for extra help and time if you need it.</p>

### Notes/Other Tips

# Preparing for a Virtual Interview.

- **Prepare** – Having a video interview doesn't mean you shouldn't take it seriously. Treat it as if you were interviewing in person, research the company, think about any questions you want to ask, practice your answers to common interview questions.
- **Technology** – Test your headset, audio / mic, camera and internet before starting.
- **Environment** – Don't spoil your appearance with a messy background.
- **Distractions** – Try to avoid being distracted, even smaller distractions like a text message can throw you off. Turn off those notifications and set up in a quiet, distraction-free area.
- **Body Language** - You can present a positive image by ensuring a good posture. Place both feet on the ground and avoid slouching. Look into the camera as often as possible, especially when you're speaking. This will give your interviewer the sense that you're engaged and not distracted by what's happening on your screen.
- **Appearance** – Look smart and wear professional clothes. Dress the same as you would in a face-to-face interview. This makes you appear professional and will also make you feel more prepared and confident.

# Preparing for a Virtual Interview.



**LAND YOUR NEXT REMOTE JOB**  
Quick Tips To Video Interview Like A Pro



**ACHIEVE**

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