

Interviews



The interview

The main purpose of the interview is to find out a bit more about you as a person, your qualifications, your interests and whether you would fit into the organisation.

You may feel nervous, but the interviewer knows this and they should try and make you feel relaxed.

Arrival

- ▶ Turn your mobile phone off (and don't smoke or chew gum).
- ▶ At reception, give your name and the name of the person you want to see.
- ▶ If you have to wait to be seen, read any literature about the company that may be in the reception area.

Interview technique/answering questions

- ▶ Be positive.
- ▶ First impressions count, so smile and try to relax.
- ▶ Don't sit down until the interviewer invites you to.
- ▶ Don't slouch in the chair.
- ▶ Let the interviewer ask the first question.
- ▶ Try to smile, and remember to make regular eye contact with all panel members.
- ▶ Don't interrupt the interviewer.
- ▶ Listen carefully to the questions.
- ▶ If you don't understand a question, ask for it to be explained.
- ▶ Keep calm and speak clearly.
- ▶ Try not to answer with just a yes or no, give an explanation.
- ▶ Be polite and always tell the truth.

When the interview has finished, thank them for their time and ask when you will hear if you've been successful.

After the interview

- ▶ Decide what you think you did well and what you'd do differently next time.
- ▶ If you don't get the job, phone the company and ask for feedback (what did you do well, and what areas need to be worked on?). This information will help you at your next interview.

Further applications

Carry on applying for jobs, even if you feel certain that you will get the job you have been interviewed for. But don't be put off if you're not offered it. You will become more confident as you apply for more jobs.

Youth and Connexions

We offer impartial information, advice, guidance and support for young people aged 13 – 19 and up to 25 if they have additional needs.

You can talk to one of our advisers or youth workers about what you want to do. They will talk to you about the options available and help you, if you need it. www.thesource.me.uk

www.thesource.me.uk

by young people, for young people

Other leaflets

We have a range of other leaflets available in youth clubs, schools, colleges, drop in centres or by phone and email.

Plus, you can **text** the word **SOURCE**, followed by your name, address, postcode and the information you want to **60006** – it's that easy!

Contact Us

You can always visit our drop-in centres, call us on Freephone **0800 085 4448** or email youthandconnexions@suffolk.gov.uk

It's all about services for young people!

Youth and Connexions is part of the Youth Offer for young people in Suffolk. Find out more at

www.thesource.me.uk/suffolkyouthoffer

إذا كنت شاباً تعيش في مقاطعة سافولك و تريد ترجمة لبعض أو كل المطبوعات فالرجاء الإتصال بالرقم 01473 260180

আপনি যদি তরুণ বয়সের একজন ব্যক্তি সাফোকে থাকেন ও এই লিফলেটের সবগুলি বা কিছু অনুবাদের আকারে পেতে চান তাহলে অনুগ্রহ করে 01473 260180 নম্বরে ফোন করুন।

如果你是居于修福郡的年青人而又希望得到全部或部份这些印刷品的翻译本, 请致电 01473 260180

Se você é um(a) jovem que vive em Suffolk e gostaria de obter este impresso traduzido (ou parte dele), por favour ligue para 01473 260180.

If you would like a copy of this leaflet in an alternative format, please call 01473 260180.



Well done! If you've been invited for interview, the employer thinks that you can do the job. If your interview information has been sent by letter, phone the company to say that you will be attending the interview (you can also use this opportunity to check parking facilities and directions). Now you just need to spend some time preparing for the interview.

Before the interview

Find out more about the company

Look on the Internet. Most companies have a website. You may be able to get an idea of the company structure, how it operates and the latest company news. If any of your friends or family work for the company, speak to them about the company and what it's like to work there. Also keep an eye out for any news about the company in the newspapers or on TV.

Practice answering interview questions

Read the job description, your CV and the application form. Think about some of the questions you might be asked and how you will answer them. Identify your strengths and think about how you will discuss them during the interview. It's a good idea to have a practice interview with a friend or family member.

Remember that as you have progressed through education and life you have been gaining the key skills that employers are looking for. Youth and Connexions advisers can help you identify your key skills, and how best to present yourself.

You should also be prepared to explain any weaknesses. Don't volunteer them, but if you are asked, try and turn them into something positive. For example, you may not have had much experience using Excel, but perhaps you have started a course to improve your skills in this area (always tell the truth though).

Have a look on the Internet and in the library for examples of interview questions - including ones that you can ask the interviewer. It is important that you ask at least one question because it shows that you have prepared and are a serious candidate.

Some questions you may be asked

- ▶ What are your strengths/weaknesses?
- ▶ Why do you think this is the job for you?
- ▶ What has been your greatest achievement so far?

Examples of questions that you can ask

- ▶ Do you offer any accredited training?
- ▶ What opportunities are there for personal development?
- ▶ What are the best things about working here?

Plan your route

Know where you are going and how long it will take to get there. You may need to allow more travelling time if your interview is at a time when the roads will be busy (for example, 9.00am).

Is parking available, or will you have to park in a public car park? Do you know where they are and how much it is likely to cost?

Have you got a current bus or train timetable to plan your journey? If not, visit www.suffolkonboard.com or phone **0871 200 2233**

Stay safe

Let someone know where you are going, how you are getting there, who you are meeting and what time you expect to be back.

Check your wardrobe

Make sure the clothes and shoes you'll be wearing still fit you and are clean. You need to be smart but comfortable.

Try to get a good night's sleep



Explore card

If you're 19 or under and live in Suffolk, you can get your hands on an Explore Card...**and it's absolutely free!**

As an Explore Card holder you can save money on bus and train travel all over Suffolk and beyond. You can also enjoy discounts at leisure centres and lots of shops.

It can take up to 5 weeks for your card to come through, so apply now. If you're in full-time education, you can get an Explore Card through your school or college. Otherwise, phone **08456 066067** to request an application form. For more information visit <http://explore.suffolkonboard.com>

Things to take with you

Checklist	Tick
The letter or interview request calling you for interview	<input type="checkbox"/>
All documents that you have been asked to bring to the interview (such as passport, full birth certificate, National Insurance card)	<input type="checkbox"/>
The name of the interviewer and a contact telephone number*	<input type="checkbox"/>
Mobile phone	<input type="checkbox"/>
Exam certificates	<input type="checkbox"/>
Record of Achievement or Progress File if you have one	<input type="checkbox"/>
Any references from employers or training providers	<input type="checkbox"/>
Examples of your work, if appropriate	<input type="checkbox"/>
Directions or a map Try www.theaa.com or www.multimap.com	<input type="checkbox"/>
Bus or train timetable, if appropriate	<input type="checkbox"/>
Notebook and pen	<input type="checkbox"/>
Money for transport/parking, food and emergencies	<input type="checkbox"/>

* always try to arrive on time, but call the company if you're going to be late.