

Accounting Aeronautical Beauty Therapy Business Administration Information Technology



INTERVIEW TIPS

So, having created a great CV and cover letter, you've now been invited to an interview! Here are some essential things to remember to let the employer see the best of you.

WAYS TO BE PREPARED

1. Research the company before you go to the interview; read the company website to get an idea of what they do and check out their social media such as Facebook, Twitter and LinkedIn to find out about their latest campaigns and news.
2. Take a copy of the job advert and highlight the key areas of responsibility. Think of questions you could ask in the interview about the role and compare your CV and interests to the job. Some questions you could consider are: What is the start date? What are the working hours? What does a typical day look like? What career opportunities are available to me?
3. Practice your answers to common interview questions such as: Why do you want to work for us? What are your strengths and weaknesses? Where do you see yourself five years from now?
4. Take your CV with you and be familiar with what you have written. You may also like to take your certificates presented in a smart folder.
5. Allow plenty of time to get to your interview, so that you don't arrive late. It's normal to be a bit nervous. Plan ahead and do a 'dummy run' so you know how to get there and what travel arrangements are available to you. If you are delayed on the day of the interview, make sure you call the employer to apologise, explain why you are running late and give an estimated time of arrival.
6. Look smart; first impressions really do matter. Men can wear smart trousers, shirt and tie, and women a smart skirt or trousers, shirt or plain top. It is advisable not to wear jeans or trainers.

THE DAY BEFORE YOUR INTERVIEW

There are five main reasons why people are unsuccessful at interview: Lack of preparation, nervousness, body language, attitude and appearance.

Don't let interview nerves get the better of you. Make sure you sleep well the night before the interview as it will help your concentration. The interviewer wants you to do your best, so they won't be trying to catch you out. If you prepare well and do your research, it will make you feel more confident.

Use this checklist the day before to make sure you have everything you need:

- Interview clothes are clean and ready
- Travel plans arranged to get to the interview
- Paperwork; CV, copy of job advert, certificates, company information
- ID if you've been asked to bring it
- Notebook and pen
- Water and a snack, for before and after the interview

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T: 0845 6099 599

E: apprenticeships@cornwall.ac.uk

W: www.cornwall.ac.uk



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