**Recording script:**

**Tip 1: Impress them before you meet**

Many interviewers form an opinion about a candidate before the interview so it’s essential to create a good first impression by submitting:

* a professional-looking CV that focuses on your strengths and achievements, and
* a positive cover letter that highlights your suitability and enthusiasm for the job.

If the interviewer expects you to be good, they will have a positive attitude. This can encourage you to try even harder to present yourself well.

### Tip 2: Think positively

Remember that you have got the interview on the strength of your CV or application. The interviewer will be aware of this and so should you. Think – and be – positive!

### Tip 3: Do your research

Before the interview, you must find out as much as possible about the role. You may be able to get more details from the organisation’s Personnel Department.

Also find out as much as possible about the organisation – its background, the range of goods or services it provides, its policies on staffing, promotion and so on. The best place to find this is their website. You could also get brochures from the organisation itself. Sometimes university or public libraries have information in professional or business journals, so it’s worth checking these and other newspapers’ archives for any current news about the company.

### Tip 4: Predict and practise questions & answers

Predicting possible questions and practising your answers can help you perform on the day. Remember: We use different parts of our brain for thinking and talking so it’s important to practise saying your answers out loud. This will give a much better impression at interview and clearly show that you have really thought about the job and what you have to offer. Keep asking yourself those typical, open-ended interview questions: *‘How…?’*, *‘Why…?’*, *‘What…?’* and so on.

### Tip 5: Prepare your own questions for the interviewer

The interviewer will say something like *“And have you got any questions for us?”* It is important that you do not freeze when this happens. Asking questions shows that you have thought about the job. It’s also your chance to demonstrate an intelligent and enquiring mind. So think of a list of questions before the interview.

Some of your questions may well be answered during the interview – and in that case, don’t ask them just because they’re on your list! Keep your questions to relevant and ‘safe’ areas such as, *“How does the management training scheme work?”* or, “*What will my induction programme involve?”* rather than, *“How much holiday time will I get?”*

### Tip 6: Have interview strategies

In a face-to-face interview, you have only a short time in which to make a positive impression. Here are some basic rules to follow:

#### Be on time

Allow plenty of time for your journey and arrive a few minutes before your appointment time.

Check times and routes of trains or buses beforehand. Don’t put yourself under pressure. It is far better to arrive in plenty of time and be relaxed. You need to save all your energy for the interview.

#### Be well-presented

If you make an effort with your appearance, employers will see that you are serious and the job is important to you. Many employers are fairly conservative so look smart. For example: Wear traditional styles and colours, rather than high fashion. Get a good haircut. Wear good shoes and keep them clean. If you buy a new outfit, practise wearing it before the interview.

#### Be friendly

Many trained interviewers will try and help you to relax as they know what a stressful process interviews can be. Try to be calm and friendly. Greet the interviewer with a warm smile and a firm, but not too strong, handshake. Never smoke – even if you are invited to.

#### Have positive body language

Sit comfortably but keep a straight back. Don’t play with things like your hair or your jewellery. Listen to what the interviewer is saying – don’t interrupt. Try to give positive signals by: smiling, nodding your head, leaning forward while listening and when replying, making eye contact.

#### Turn negatives into positives

Show yourself and all your achievements in a positive light, even those jobs or situations in which you were less successful. It shows strength to admit you made a mistake in the past but have learnt from it.

### Tip 7: Get feedback

You can learn a lot from attending an interview, whether or not you get the job. Asking for feedback can help you prepare for future interviews.

So those are the 7 top tips for interviews. I hope they help you. Good luck!