

Questions 21–27

Read the text below and answer Questions 21–27.

Succeeding at Interviews

- A** Getting invited to an interview means you have passed the first hurdle – your application must have made a good impression. Now you need to prepare yourself for the interview to make sure you make the most of this opportunity. There are a number of things you can do.
- B** Firstly you can do some research. Find out about the employer and the job, ask for an information pack or speak to people you know who work for the company. Try to plan for the interview by asking who will be interviewing you and whether there will be a test to take.
- C** Prepare for questions you might be asked. Some common ones are the reason why you want the job, whether you have done this kind of work before, what your strengths and weaknesses are, and which leisure pursuits you enjoy.
- D** Another important point is never to run the risk of arriving late. For example, consider making a 'dummy run' in advance to see how long the journey will take. Check out public transport or, if you are going by car, the nearest parking. Aim to arrive about 10 minutes before the interview is due to start.
- E** It is also crucial to give plenty of thought to what you are going to wear. This will depend on the job you are going for. There is no need to buy a new outfit, but aim to look neat and tidy. Remember, if you look good it will help you feel good.
- F** You need to make a good impression. Interviews can vary from a relatively informal 'one-to-one' chat to a very formal panel situation. Whatever the circumstances, you will give yourself an advantage by being friendly and polite, by making eye contact with the interviewer and by selling yourself by focusing on your strengths.
- G** There are also things you should avoid doing at your interview. First of all, don't exaggerate. For example, if you don't have the exact experience the employer is looking for, say so and explain you are willing to learn. Don't simply give 'yes' and 'no' answers, but answer questions as fully as you can. And lastly don't forget to ask questions as well as answering them.
- H** One final thing to remember: it is important to show good team spirit, that you possess good people skills and that you are friendly and approachable. Finally, remember to be enthusiastic and show that you can be flexible.