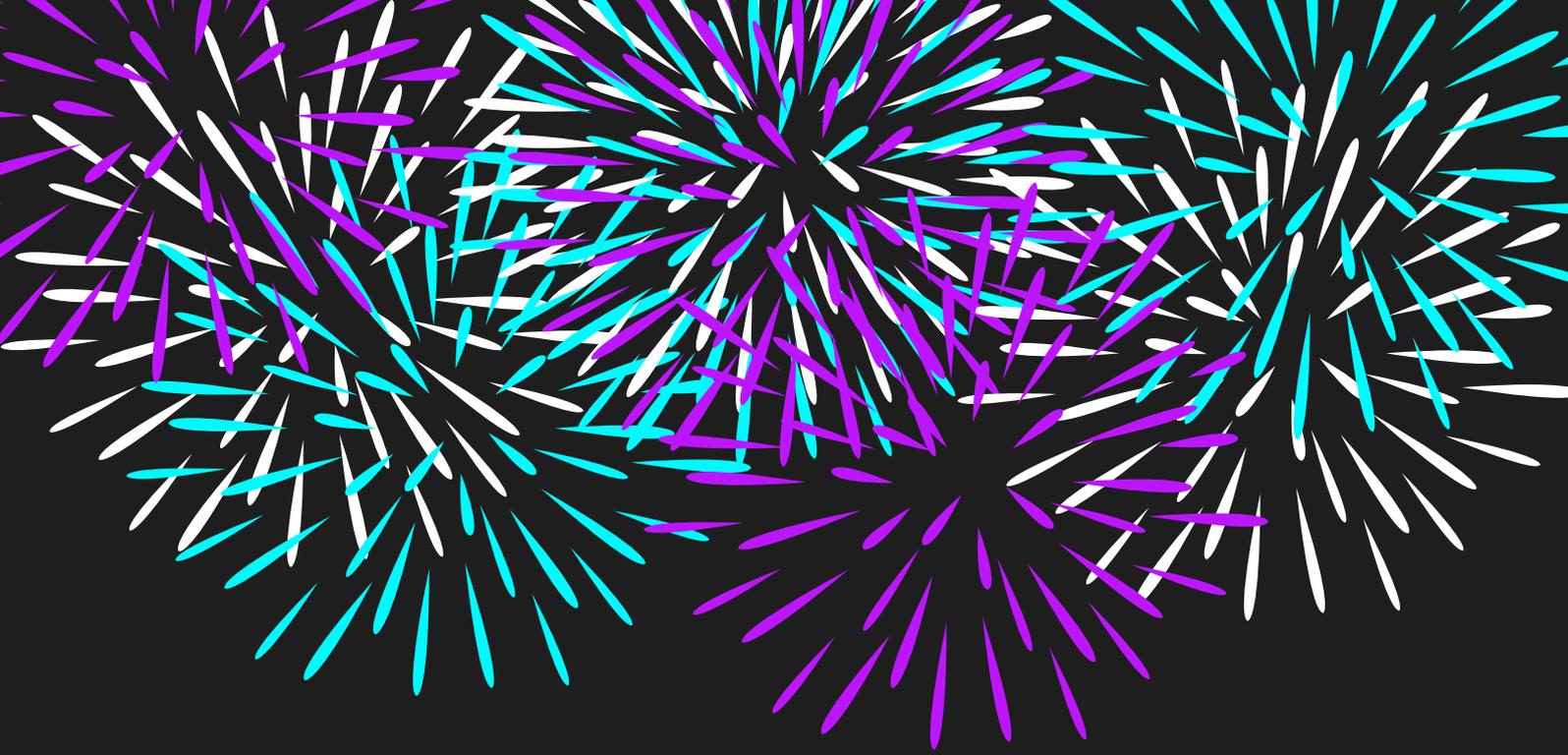


INTERVIEW TIPS & TECHNIQUES 101



FIRSTLY,
CONGRATULATIONS
FOR GETTING THIS FAR.

YOU'VE GOT PAST THE INITIAL STAGES AND THE INTERVIEW IS NOW YOUR TIME TO SHINE AND TO DEMONSTRATE TO AN EMPLOYER THE STRENGTHS AND SKILLS YOU CAN BRING TO THE ROLE TO REALLY HELP THEM IN THEIR ORGANISATION. IT'S OVER TO YOU NOW BUT HERE ARE SOME TIPS TO HELP YOUR PREPARE AND LAND THIS APPRENTICESHIP ROLE.

01:PRE-PLANNING



- Know what you're going to wear and set your clothes out the evening before – aim for smart professional not forgetting clean smart shoes and bag, clean, tidy nails and hair.
- Plan your route to allow in plenty of time – better to be early and find somewhere to grab a coffee than to be late and rushing. You should always arrive around 10-15 minutes prior to your interview time.
- You might even want to do a practice run before the interview day to check the journey. And don't forget to have a face mask and hand gel during the pandemic.

02: RESEARCH THE COMPANY AND YOUR INTERVIEWERS



- Understanding the company before your interview will help give you confidence as you'll be better prepared.
- Use the company website (including any careers pages), social media (including LinkedIn), training provider, etc., to gather information.
- All companies like to know that you've prepared well for an interview and that you already know and can demonstrate that you know something about what they do.

03: PRACTICE INTERVIEW QUESTIONS



- There are so many resources online to give you help on this especially on sites such as Indeed. Make sure you know what to answer to questions such as:
- Tell me about yourself,
- why did you apply for this role,
- what are your career goals,
- what can you bring to our company,
- why should we hire you, etc.
- Keep your answers positive, don't talk about any previous roles in a negative light, concentrate on your strengths. If asked about weaknesses remember to turn any of your weaker areas into a strength or learning opportunity.

04: PREPARE QUESTIONS TO ASK THE INTERVIEWERS



- Think of and write down a list of questions in a notepad. It's ok to refer to this when the interviewers ask if you have any questions. These may be around the training, the goals of the company, what they're looking for in their ideal candidate, when you can expect to hear feedback.
- Is there anything they're particular looking for in a candidate (this one gives you the opportunity to address it if you have the relevant experience/skills/aptitudes that they say and you haven't already covered them).

05: THE INTERVIEW STARTS BEFORE THE INTERVIEW AND LASTS UNTIL YOU LEAVE THE PREMISES



- Turn off your phone and have it out of sight. Be polite and friendly to all you encounter before and after the interview.
- The receptionist may not be the hiring manager but are very likely to be asked what you were like with them while waiting for the interviewers.
- We'd usually be saying to shake hands with your interviewers at the start and end of the interview but it's a little different during the pandemic so follow the lead of the employer without doing anything that you feel uncomfortable with.

06: BODY LANGUAGE



- Just be aware of this and ensure your body language is positive, open and interested with good eye contact. Crossed arms can come across as guarded, defensive or worse still, disinterested.
- Swinging on a chair (we know you wouldn't but we've heard of strange things happening in interviews!) is a big no no. Answering a phone or text or even just checking your phone isn't the way to land that apprenticeship while you're being interviewed either – keep it switched off in your bag.

07: NEXT STEPS



- Ask about next steps and how/when you can expect to hear back or if there are any other stages involved in the interview process.
- At the end of the interview, thank the interviewers for their time and would usually shake hands but again, follow their lead with this.
- It's good practice to send a follow up email thanking them for their time and let them know that you're really keen and are looking forward to hearing from them. You don't have to do this as we'll follow up with the employer but it's always a nice touch.
- Please also let us know how you've got on once you've had the interview so that we can make contact with the employer.

VERY BEST OF LUCK TO YOU!