**Top Tips for Interview Success**

A job interview is your chance to sell yourself. The first 30 seconds of a job interview are important – so if you want to be a cut above the rest you need to be on the ball.

An interview is all about the three **P**s. You need to **Prepare**, **Practice** and then **Perform**.

**First impressions count**

Don’t be late and dress appropriately! Greet your interviewer with eye contact, a smile and a handshake. Try to make small talk during the walk from reception to the interview room. Be positive from the first moment.

**Be prepared**

To re-fresh your memory it is important that you re-read your CV or application form and the job details. Ensure you undertake any relevant research. Research the role you are applying for and obtain appropriate literature.

**Don’t waffle**

Answer questions properly and accurately, even if you need a few moments silence to gather your thoughts. It is better to say you need a minute to think about your answer rather than speak instantly and regret it afterwards.

Keep it relevant

Keep your answers relevant to the questions asked. When preparing for any interview, take time to consider every aspect of the job you are applying for, why you are the right candidate for the job and have examples ready of where you can demonstrate examples to evidence your experience. If you are allowed, take notes with you to your interview.

**What can you bring?**

Most job adverts will list qualities they’re looking for; a team worker, a good communicator – so it’s up to you to think of examples of how you can demonstrate these skills. Be ready to talk about your knowledge, experience, abilities and skills. Have at least three strong points about yourself that you can relate to the role on offer.

**Why should they choose you?**

Your interviewer will be thinking about what it would be like to work with you, so the last thing they’ll want to hear is you talking negatively about your current boss, colleagues or organisation. Interviewers like to see someone who enjoys a challenge, is enthusiastic and passionate.

**Remember your body language**

It is not what you say, but how you say it. During the interview, do not fold your arms and lean back or look to the floor. Sit upright and try to maintain good eye contact. Consider your mannerisms and adjust accordingly.

**Expect the unexpected**

Your interviewer may try to catch you off your guard. 90% of employers ask ‘killer questions’ in interviews. Why not give some thought in advance to trickier questions such a ‘How would your colleagues describe you?’ or ‘Tell me about a situation in which things didn’t go as planned and what you learned as a result’. Do try to appear relaxed and in control and ask the interviewer to repeat the question if you don’t understand it. No matter how difficult the question, try to answer and don’t avoid it.

**Develop a rapport**

Show energy, a sense of humour and smile; it’s infectious, being positive and enthusiastic. Ask the interviewer questions about the role, the team and any issues the organisation is facing.

Clarify anything you are unsure of

If you are not certain what is meant by a particular question, ask for clarification. At the end, ask the interviewer if there is anything else he or she needs to know about. Do not be afraid to ask when you are likely to hear if you have been successful or not.

**Remember your manners**

Don’t forget to thank them for the interview and for their time.

**Don’t forget**

And don’t forget to relax! Interviews can be stressful, but try to remember that they are simply an opportunity for the interviewers to get to know the real person behind the application form, and for you to get to know your potential new boss.