

# Going for an interview

*An interview gives the employer or college the chance to find out about you, so they can decide if you are the right person for the job or college course. It also gives you the chance to see if the job or course is right for you.*



*Here are some tips.*

## Before the interview

- Find out as much as you can about the job and the employer, or the college and the course.
- Prepare for questions like  
“Why have you applied for this job or course?”  
“What did you do at school?”  
“What do you like doing in your spare time?”
- Think of questions you could ask. It is a good idea to write these down and take them with you. You can then look at them if you get stuck.
- Plan beforehand.  
Who will you be seeing?  
How will you get there?  
Decide what clothes to wear.  
Make sure you look smart.

## REMEMBER

Prepare for your interview. There may be lots of people after the same job or college course.



## At the interview

### Do:

- arrive at least 10 minutes early
- be polite and friendly
- look at the interviewer when talking or listening
- say more than just “yes” or “no”
- remember to talk about your work experience.

### Don't:

- fidget or slouch in your chair
- look at your feet or around the room
- smoke or chew gum
- complain about teachers and employers
- interrupt the interviewer when he or she is talking to you
- worry about any notes the interviewer may be taking
- mumble.

## After the interview

Don't worry if you do not get the job or place at college. Many people apply for lots of jobs and courses before finding the right one.

Don't wait for the results of an interview before applying for another job or course, as you may miss out.

*As an employer I'm looking for staff who are cheerful, hardworking, enthusiastic and willing to learn.*

