

Developing your Interview Techniques

If you have been offered an interview then congratulations! Employers will not expect you to have masses of experience, but they will expect you to be enthusiastic, reliable and keen to learn.

You are far more likely to perform at your best in the interview if you prepare for it before hand:

- Find out what you can about the company and the role you want to apply for. Look at the employer's website and search other similar roles (job descriptions) elsewhere.
- Read through your CV, Cover Letter and Application Form – as an employer could ask you interview questions on some aspects of these.
- Practice answering questions with someone you know to help you get used to talking aloud and confidently about yourself.
- Look up 'typical interview questions and answers' online.
- Plan your route (or do a trial run) to ensure that you will arrive for the interview in good time. Aim to arrive at least 15 minutes early. (If you are unable to attend or are delayed, let the employer know as soon as you can).
- Think of anything you need to take with you to the interview – such as exam certificates, photo ID, a copy of your CV, the Job Description etc.
- Think what you intend to wear and get it ready at least the day before. Formal interviews require smart and not casual clothes. It is important to make a good first impression.
- If you follow our advice there is no need to be nervous. Interviewing is a two-way process and they aren't just interviewing you, you are also interviewing them to find out if it is the right role for you. Be polite, interested, enthusiastic (but your natural self) – so that you perform at your best.

At the Interview

- Be cheerful. When you arrive, a natural smile makes a good first impression.
- Greet the employer courteously (e.g. good morning/afternoon). They may ask you about your journey and you may want to ask them how they are too?
- Be sure to maintain eye contact, but try not to stare.
- Make sure you clearly answer what has been asked. Be yourself and try to let your personality come across. Avoid just saying yes or no to questions. If you do not fully understand a question, ask them to repeat it.
- The employer will invite you to ask any questions that you may have and this is your opportunity to raise any points or ask pre-prepared questions.
- Thank the employer for seeing you today and say that you look forward to hearing from them.

Meet our Apprentices

Name: William Robinson

Former School: Haslingden High School and Sixth Form

Apprenticeship: Commis Chef

Employer: The Fisherman's Retreat

Quote: "An apprenticeship has given me a great insight into the industry and I have gained a lot of experience of how the workplace operates. I have learnt how to use my initiative, however there is also lots of support available should I need it."

