

At the interview

Arrive early

Arrive at your interview 10 or 15 minutes early.

Be polite to everyone you meet including receptionists, porters and security staff. You may be working with these people soon!

First impressions count

First impressions are very important. They set the tone for the rest of the interview.

- ▲ You should always look professional and smart. Find out what the dress code is at the company. Always err on the side of being smarter
- ▲ Shake hands warmly
- ▲ Be polite and friendly to all parties
- ▲ Keep eye contact with the interviewer. If there are two interviewers then look from one to the other when responding to their questions
- ▲ Smile and nod when appropriate
- ▲ Think of your body language eg. the way you are sitting - do you appear to be interested in the role?

Answering questions

Think before answering questions. Do not be afraid of silence. Then give clear, concise, relevant answers.

Make sure you come across as a team player and demonstrate how you work well as part of a team. This is very important in the majority of roles.

Don't lie! For a start it's usually obvious. And secondly it always comes back to haunt you. Stick to the facts and your integrity will remain intact.

Ask questions

Wait for the right opportunity, then ask questions about the job, your potential prospects and personal career development. Ask about the company's commitment to training on the job and their long-term view of the role they are looking to fulfil.

Wish yourself good luck

Luck will probably play some part in getting any job. So if you don't get it, it might not be your fault. Pick yourself up and try again!