



Work

Interview tips

The Interview process

This can be a very unsettling event for people, and sometimes nerves mean we do things that we did not intend to do. Preparation and planning can assist us to handle the whole situation better than before.

Know what the business is about before you arrive at the interview, ensure you arrive on time and be ready to answer questions about your experience, your strengths and weaknesses and what skills you are offering to the new job.

Tips for the Interview

- ★ Use the receptionist's name & say "thank you"
- ★ Wait until a seat is offered before sitting down
- ★ Interview the employer, as well as be interviewed
- ★ Sell yourself, talk about what you are offering the employer
- ★ Express your passion for the industry you want to join
- ★ Use your diary, plan your questions and info you need
- ★ Plan some questions to ask at the interview
- ★ Make sure your referees know you are using them

For more information, phone the office and ask to spend some time with a consultant, Training for Learning Co conducts mock interview sessions for those people wishing to increase their ability at the interview and conquer those nerves.



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