



Training & Employability

Job Interview Dos and Don'ts

A job interview is meeting between you and an employer to find out if you can do the job and if you will be a good 'fit' for the role. It's also a chance for you to find out if you like the sound of the job and the company.

However, there are certain rules to interviews that employers expect you to follow.

Below is a list of practical things to do and things not to do.

Dos

- **Do a practice run** a few days before so you know how to get there and how long it takes. On the day leave extra time for delays
- **Dress smartly!** Get your outfit ready the night before, and don't forget to shine your shoes
- **Turn off your mobile phone:** treat the interviewers with respect and give them your undivided attention
- **Fake it to make it!** Look bright and attentive, and speak clearly and confidently and they will think you are calm and collected even if you don't feel it
- **Make eye contact.** If this is hard for you, practise talking to people and look in-between their eyes at the top of their nose, or at the top of their head. This makes it look like you are making eye contact even if you are not
- Examine the person specification and job description, and think about what type of questions they will ask you.
- **Research the role and organisation.** Prepare evidence and examples of your skills and competencies
- **Prepare answers** for the main questions
- **Use real examples** of when you've used certain skills - just saying you've got a skill isn't enough
- **Take your time** when answering the questions: make sure you understand the question and take your time if you need to think. Use this time to do take some breaths and top up your oxygen



- If there is more than one person interviewing, **direct your answers to the person who asked the question**
- **Be positive about yourself** and your experiences. If you have to use a negative experience as an example of something make sure you say what you learnt from it
- **Remember the people interviewing you have been where you are** and understand if you are a bit nervous
- **Prepare some questions to ask at the end of the interview** - use it as an opportunity to find out more about the role and the company and if you would like to work there. They don't have all the power!
- **Get feedback on your performance** even if you get the job. You can always learn and improve!

Don'ts

- **Don't panic!** It won't help and you won't do your best. Practice how to calm yourself down using deep breaths or a technique that works for you.
- **Don't be late!**
- **Don't go in too early.** It may be uncomfortable if there is another candidate waiting. Use the time to take some deep breathing and give yourself a pep talk and do some power poses (think Wonder Woman!)
- **Don't look uninterested** or slouch
- **Don't** smoke just beforehand
- **Don't** smell of anything unpleasant
- **Don't lie:** even if you aren't found out in the interview they can dismiss you later when they do find out
- **Don't be arrogant** or overconfident even if you think you have it in the bag
- **Don't discuss controversial topics** such as religion or politics
- **Don't be negative** about former employers or colleagues
- **Don't argue with the interviewer,** no matter what. Remember to keep things positive!

