



Career Seekers Direct
Career & Employability Services

Career Seekers Direct Top Tips for Interview Preparation

If over the next few months, you are planning to apply for an Apprenticeship or for paid employment, here are our top tips to help make the process easier and ensure you are fully prepared.

TIP ONE: “DO YOUR RESEARCH”

Research the Company / Organisation you are applying to join! Try to find out as much as you can, try and understand the Company structure, what each relevant department are responsible for and don't be afraid to email or contact the person who has invited you for interview in advance. Ask about the company dress code find out if they have any social activities like regular social evenings.

TIP TWO: “BE SMART”

You can be smart with your knowledge, skills and experience and equally you can be smart in your appearance! Dress Smart – Business attire such as a suit, shirt and tie for Males and Business jacket, shirt / blouse and skirt / trousers for females. Polish your shoes and get a hair-cut! Remember, first impressions last!

TIP THREE: “YOUR BODY LANGUAGE”

When you meet your Interviewer / Interview panel shake their(s) hand in a confident manner, not too weak and not too strong. Speak clearly, confidently and courteously. Sit comfortably during the interview and try not to fold your arms. Try and keep maintained eye focus with the interviewer / panel. Sit up straight, this will improve your pitch and volume when speaking.

TIP FOUR: “QUESTIONS”

It is not just the Interviewer / Panel that asks all the Questions during an Interview! If you do not understand a question, inform the interviewer, do not try to “wing-it” with an answer to a question you do not understand! Ask the Interviewer to try and ask the question in a different way if possible.

Make sure you have a couple of Questions to hand for use towards the end of your Interview! These may be simple questions like:

- “When will I be informed if I have been successful or not?”

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- “What is the hourly rate of pay and is it weekly or monthly?”
- “Ask about training courses or development opportunities if your successful”

TIP FIVE: “KEY WORDS WHICH DESCRIBE YOU”

Think carefully about some key words that best describe you! Only use words that you understand and are relevant to the role you are applying for.

For example, here are some key adjective words you could use in your CV or during your interview:

- Ambitious – someone who is keen to progress at work
- Confident – having belief in yourself and your abilities
- Conscientious – someone who take care and pride in the work they do
- Honest – a person who is truthful and does not lie or cheat
- Motivated – someone who is enthusiastic about their work / role
- Punctual – a person who’s timekeeping is excellent
- Reliable – someone who is trustworthy and won’t let you down
- Easy-going – a person who is easy to work with

These are just a few of the key adjective words used during Interviews.

Good Luck.