



## PREPARING FOR AN INTERVIEW

Preparation is the key to performing well in interviews. In most cases, you will be notified beforehand that you have got through to the interview stage, this time should be used to prepare. Read your application form again, go over the job description and think specifically about the qualities the employer is looking for

and how you match up. It is also good idea to find out:

- \*how long the interview will last
- \*what format it will take
- \*whether you need to bring or prepare anything specific

Make sure you double check the time and date of your interview, know how to get to the venue and how long the journey takes and always plan to arrive early, rather than rushing in late.

## RESEARCH THE JOB & ORGANISATION

It is important that you know as much as possible about the job for which you are being interviewed. Whilst you do not need to know exactly what you will be doing in the role, an understanding of the types of activities involved will help.

Undertaking some research on your prospective employer and the childcare sector will also show your interest and enthusiasm as well as help you prepare any questions to ask.

## ANSWERING INTERVIEW QUESTIONS

Preparing answers for some of the main questions you might be asked during an interview, such as why you want the job, will help you be more relaxed. When answering questions take your time, make sure you understand what you are being asked and remember to speak slowly and clearly. At the same time it is also important to think about your body language as this can give more away than what you say. Make eye contact, smile and try to relax so it looks natural.

## ASK QUESTIONS

Asking questions will not only help you learn more about the job but will also let the interviewer know you are interested in working there. Go over the job description thoroughly and use what you learned about the organisation through your research. Ask about a typical day but try to avoid questions that purely ask about the salary, benefits, or holidays.

## BIG DAY - THE INTERVIEW

Make sure you allow enough time to get ready and plan to arrive about 10 minutes early for the interview. You should also ensure you have all your exam certificates or records of achievement with you. Try to relax, everyone gets nervous before interviews and most interviewers are trained to take this into consideration.

### Tips!

- \*dress appropriately - it is important to look smart
- \*don't criticise former employers or colleagues
- \*try to avoid 'Yes' or 'No' answers to questions - be positive about your experiences and sell yourself!
- \*never lie - make sure that you present yourself in the best possible light
- \*if you are unsuccessful try and get feedback on your performance