

# Interview tips



Prepare for your interview.  
Try to find out some information about the company.  
Look through the list of practice interview questions.  
Confirm the day and time of the interview the day before.  
Prepare a folder with your CV and any certificates, references or examples of your work.

Do not be late for your interview.  
Try to arrive early (at least 10 mins before).  
Eat a light meal and drink some water to keep up your energy!



Introduce yourself at reception when you arrive.  
Be polite to everyone you meet, including the receptionist and other members of staff.



Remember to turn off your phone.  
Do not chew gum.  
Do not smoke before the interview  
Try to stay calm.



Be confident when you walk into the interview room.  
Only sit down when asked to or when the interviewer sits.



Have a firm handshake.  
Always stand up when shaking hands.  
Make sure you shake hands with all the people you are introduced to.

Smile!



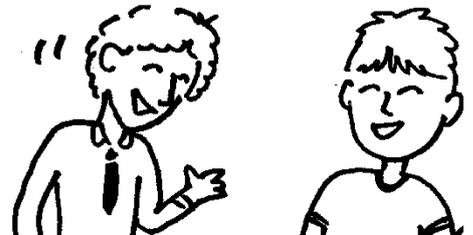
Remember to look at the interviewer when they are talking and listen carefully to what they are asking. Make sure you look interested in what they are saying.

Do not worry if you do not understand a question - ask the interviewer to repeat it.  
When you answer a question try to be direct and do not talk too much.  
Use simple and clear language.



Stay calm.  
Do not speak too fast.  
Try to sit still.

Ask questions to show that you are interested in the job.



Before you leave, find out when and how they will contact you about the job.  
Thank the interviewer for their time and say you are very interested in the position.

**GOOD LUCK!**