

HOW TO HAVE A GREAT INTERVIEW

AVOVE
EARLY
CAREERS

Avove's Awesome Interview Tips!

Massive congratulations on getting an interview for whatever role you have applied for! Preparation is absolutely the key to success for interviews, so we hope the tips below help you in that preparation ready to smash your interview and be offered the job.

Should you do anything before the interview?

The short answer is **YES, YES and YES** again! We recommend you do the following before your interview:

- ✓ Plan your route properly for whatever mode of transport you are using. You may want to do a trial journey in the days leading up to the interview so you can get an idea of traffic and how long it will take. And remember, on the day, leave for your interview in plenty of time.
- ✓ Research the company you are interviewing for. Find out what they do, their values, any news stories related to them and think about why you would like to work there – you will almost certainly be asked this!
- ✓ Prepare answers to questions such as the ones below that employers typically ask:
 - What do you know about our company?
 - What are your strengths?
 - What experience have you already had?
 - Why are you a good candidate for the role?
 - Why would you like to work here?
- ✓ Read the job description and for each skill the employer requires note down how you can/have demonstrated it and link it to an example from something you have done from a previous work experience, school, college, volunteer opportunity or a team you are in for example.
- ✓ Think of some questions that you can ask the employer at the end of the interview; this will show that you are genuinely interested in the role.

What about on the day of the interview?

Try to stay calm and be positive. Don't forget, they have invited you for an interview, so you have obviously impressed them so far.

Aim to arrive 15 minutes early. This will show you are punctual, organised, and keen. If you are running late, be sure to call the employer to let them know.

When you walk in, shake the interviewer's hand, greet them and smile.

When answering the questions, use a strong voice, give eye contact if you can and don't be afraid to ask them to repeat the question if you either didn't understand it or have forgotten it halfway through answering.

Don't forget to ask your questions you have prepared or any that you think of during the interview.

Before you leave, shake the interviewer's hand again and thank them for the opportunity to interview.

The Avove team wish you the best of luck with your interview. We hope this guide has been helpful. If you need any other support or have any questions about interview skills, we would be happy to help.

early.careers@avove.co.uk

www.avove.co.uk/earlycareers

