

## Module 4 - Pre interview preparation

So... you've been invited to an interview? Great! Now it's time to prepare properly and stand out.

### Before the interview



#### Do your research (this is a game changer)

Don't walk in blind. Before your interview, spend some time learning about:

- ▶ The company (what they do, values, services)
- ▶ Their 'vibe' (is it formal/relaxed/startup etc)
- ▶ The people who are interviewing you (check LinkedIn) for context of their style

#### Top tip:

Being prepared will show that you are interested and provides you and opportunity to ask the right questions to ask at the interview.



#### Be ready for questions

Think about what they might ask you, which relates to the job. For example:

- ▶ How well do you work in a team?
- ▶ Can you work under pressure?
- ▶ Are you reliable?

Then think of **real examples** from:

- ▶ University / school / group projects
- ▶ Part-time jobs / sports teams

#### What to wear

This is part of making a good first impression and the rule is: Better overdressed than underdressed.

- ▶ Clean
- ▶ Tidy
- ▶ Polished

Maybe leave these outfits at home:

- ▶ Clubbing outfits
- ▶ Gym/active wear

#### Jeans to an interview?

- ▶ Corporate job → No
- ▶ Trades / hands-on role → Usually fine, so long as you are clean and tidy

#### Be on time (non-negotiable)

This is a real indicator of your reliability, so don't let yourself down at this stage.

- ▶ Plan your route
- ▶ Allow extra time (traffic happens)
- ▶ Arrive **5 mins early** (not 20 mins early)

If you're late:

- ▶ Call ahead
- ▶ Apologise when you arrive

## At the interview



### First impressions count

If there's a receptionist:

- ▶ Be polite
- ▶ Introduce yourself clearly

Reality check:

Reception staff often **report back** on how you interacted with them.

When the interviewer meets you:

- ▶ Shake their hand confidently and introduce yourself by name.



### Preparing for your interview checklist:

Before you attend an interview, make sure you have:

- ✓ Researched the company
- ✓ Know who you are meeting
- ✓ Practise your answers
- ✓ Know where you're going
- ✓ Confidently introduce yourself