

## WHAT IS AN INTERVIEW?

An interview is a conversation about you. It's a great opportunity to really sell yourself and find out more about the role you have applied for.

Remember to relax and be confident! Your application has helped you to secure the interview so the employer must have seen something they like in you.



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IF YOU'RE WORRIED ABOUT  
THE INTERVIEW STAGE AND  
WOULD LIKE MORE ADVICE  
GIVE US A CALL.

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We can help you to calm  
those nerves and get  
you prepared to ace that  
interview!



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# INTERVIEW TIPS



# WHAT TO EXPECT

It's completely normal to feel nervous before a job interview, but try not to let the nerves get the better of you! This is your chance to let your personality really shine through and show the employer that you are capable of doing the job.

Depending on the industry and role you have applied for, you could be asked to take part in a small task alongside your interview. But don't worry. If you're expected to do this we will let you know. Take a look at our top tips to help you on your big day.



## PREPARATION IS KEY

- Double check the day and time of your interview.
- Plan your journey to the interview well in advance.
- Do your research. Employers are likely to ask you what you already know about the company.
- Read the job description and person specification carefully. Try to think of good examples of where your qualifications or skills meet these requirements.
- Bring along relevant examples of your work (if you have any), your CV and copies of your certificates.



## MAKING A GOOD FIRST IMPRESSION

- Timing – always arrive around 10 minutes early for your interview. Being late is totally unacceptable.
- Your appearance – dress smartly, wear formal footwear and don't go over the top with your make-up or jewellery.
- The first meeting – make sure you greet the interviewer with a smile and shake their hand. It's also really important to make eye contact with them.
- Your body language – don't slouch, fiddle with your hair or keep crossing your arms.



## TOP TIPS FOR DURING THE INTERVIEW

- Make sure you answer all the questions you're asked.
- If you're not sure about something, ask them to repeat the question or take a sip of water. This will give you time to think.
- Speak clearly and concisely.
- Be as honest as you can be in your answers. Don't get caught out in a lie.
- Be enthusiastic and interested in the conversation.
- Leave on a positive – ask about the next steps of the interview process.



## FREQUENTLY ASKED QUESTIONS AT INTERVIEWS

- What do you know about the company already?
- What would you class as your biggest strength and why?
- What do you think is your biggest weakness and why? (Try to turn this into a positive).
- Tell us about a time where you've worked as part of a team.
- Why do you want this particular job?
- What would you bring to the role?
- How would you describe yourself?