

1. Research the organisation in advance

Aim to discover as much as you can about the products or services they provide, the organisation structure, and read up on their news, values, and vision and mission statements

2. Practise your responses

Read your responses out loud to yourself and/or friends and family. Remember - practice makes perfect!

3. Prepare questions to ask at the interview

Remember it is a conversation, so go armed with 2 or 3 questions that demonstrate you have researched the organisation and have a genuine interest in the organisation, e.g., *What challenges does your team face on a day-to-day basis? What qualities are necessary for someone to excel in this role? What are the strategic challenges you are facing as a business?*

4. Have interviewers' contact details to hand

It is important to remember names if you are entering a large workplace with a reception, and contact details to call if you are delayed

5. Dress appropriately for the industry

If in doubt, check with the employer or your course tutor but as a rule of thumb, dressing smartly will give a good instant impression and show you are serious about the role. If you are struggling financially, please speak to your course tutor.

6. Arrive on time

Punctuality shows you are organised and reliable. Plan your journey ahead of time and aim to arrive 5-10 minutes early. Use [Google Maps](#) to help with this

7. Put your phone on silent

And make sure it is tucked away so you can focus on the interview questions

8. Give a good first impression

Start the interview with a confident manner, by keeping your head up, making eye contact, having a smile on your face and offering a firm handshake (if appropriate)

9. Be enthusiastic, energetic and smile – show a willingness to learn

Coming across as being passionate about the area and using open body language leaves a lasting impression

10. Be organised

Have a notebook and pen ready so you can take notes during your interview if needed