

Preparing For An Interview In 4 Stages

Preparing for an interview is essential. No preparation is more than likely to mean that you will not do well. If your needing some help in how to prepare for an interview, here is a simple 4 stage guide of how you can prepare for an interview!

Stage 1

You have found out that you have got an interview so now it’s time to start to get ready for it. Stage one is what you do before the interview.

* **Re-read over your application/CV** – make sure you know what you stated in your application.
* **Research Employer** – essential as employer will ask what you know about company
* **Research location of interview** – important you know where your going. Try a trial run so you know how long it will take so you won’t be late.
* **Pracitce interview –** try a mock interview to help prepare you being in an interview.
* **Interview question & answers –** practice how to answer questions & what questions to ask the employer
* **Deal with stress –** it important that your ready to deal with last minute stress or nerves so they don’t hamper you in your interview
* **Knowing what to wear –** make sure you don’t leave this to last minute. You don’t want to try something on that doesn’t fit any longer. Give yourself time if you need to go and get something new.

Stage 2

After all your preparation is complete is it time for the interview. So you arrive at interview so now it time to make a good first impression.

* **Arrive on time –** make sure your never late for an interview. Always turn up 10-15 minutes early. Helps put you in a positive manner plus gives you time to relax before interview.
* **Make a good entrance –** when you arrive, make sure you put yourself in a good professional manner. Don’t be cocky or loud.
* **Smile –** smiling not only helps people feel at ease but also projects confidence and friendliness.
* **Body Language –** good first handshake, sit properly in interview (no slouching) and keep good eye contact. Don’t be defensive!



Stage 3

Now your preparation is done and you have made your first impression, it’s time to deal with the interview. It is important that you

* **Be yourself –** no point trying to pretend your someone your not. An interviewer wants to know the real you so relax and be you!
* **Honesty –** don’t lie in your interview as it will more than likely catch you out and harm your reputation when discovered.
* **Got to talk –** you got to talk in an interview especially about yourself but don’t go on forever.
* Answer with examples – an interview likes it if you can back up your responses with examples of your work.
* **Ask if you don’t understand –** at times you may not understand a question, ask them for clarity so you can understand the question.
* **Sell Yourself –** An interview is a place to sell yourself to an employer showing them why they should hire you so make sure you do!

Stage 4

This is the end of the interview so it is important to

* **Know when interview over** – you be surprised how many people can not understand when the interview is over. Make sure you paying attention as not knowing can show either poor attention span and ignorance.
* **Thanking them –** not matter if you felt the interview went good or bad, it is important to thank the interviewer for their time and giving you a chance. Manners go a long way.
* **Feedback –** ask the interview if can provide feedback if your not successful. Also, review yourself in the interview, see if you can see areas you need to improve on.