

THE INTERVIEW

Towards the end of your college course you should be actively **pursuing** employment in your area or outside your immediate area if transport links are good. Your **CV** and covering letter must make an **impression** to the busy employer so that they are interested to find out more about you.

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Once the letter drops on your **doormat** inviting you for your first **interview**, preparations must be **made** when the euphoria and excitement **die** down.

Planning the interview

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Decide what you **are** going to **wear**. Your outfit should be simple, **clean**, smart and perhaps more conservative than **frivolous**. Your manicure should be in good order and if you do wear nail polish, do **not** be too garish. Your hair should be as tidy as **possible**. Next, think of the shoes you will wear with your outfit. If they are brand **new**, wear them in a little to avoid blisters on the day! **Know** where the offices are located – a dummy run prior to the interview is a good idea. **Check** train/bus timetables as punctuality is a must. **Lateness** leads to fluster, red faces and being out of breath – certainly not a good start and not a good first impression. Find out as much as you can about the company.

The interview **from** the **employer's** point of view

What is the **employer** looking for when they interview a potential employee? First impressions count and being on time and smartly dressed ticks the first **boxes**.

The employer wants to get to know you during the interview and will ask questions to find out how you will fit in with the **existing** team. They will be assessing your **personal** qualities as well as your skills. They may ask you the following questions to find out if you would be suitable.

- 1 Why do you want to work at this firm?
- 2 **What** qualities/skills could you bring to this organisation?
- 3 Give me an **example** of how you have dealt with conflict?

- 4 What are your strengths/weaknesses?
- 5 Where do you want to be in 5 **years'** time?
- 6 What questions **would** you like to ask?

You should think of all these types of questions before the interview and how you will answer them. **Too much space** Turn a **negative** into a positive when you say what you **think** your weakness is **eg** my spelling **was** not very good when I started my college course but I have been keeping a word list and now find my **spelling** much improved.

The employee at the **interview**

Remember to relax and smile at the **interview** and answer the questions confidently. It is a time when you can find out about the **firm** and if you would like working **there**. Remember an interview is a **two-way** process. You could ask:

- 1 Are staff promoted frequently?
- 2 Do staff leave **frequently**?
- 3 How long have you worked at this **firm**?
- 4 **Why** do you like working **here**?

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There are many more **questions** you could ask but make sure you have some **written** down prior to entering the interview room and **refer** to the list in the interview. Getting out a **piece** of paper will impress the interviewer and they will know you have cared enough about the job to **prepare** for it.