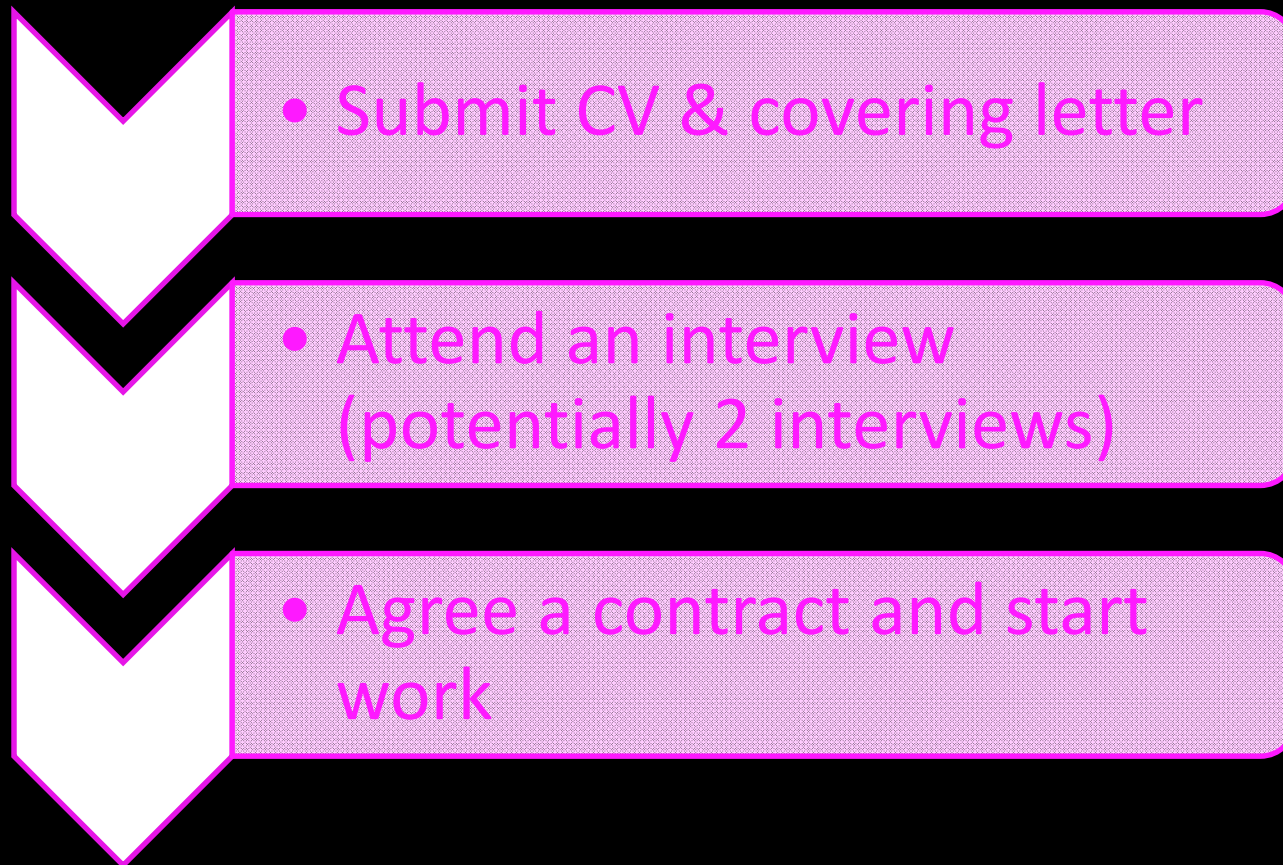


Preparing for Interview

Ann Newlove AIEP

Director, Author & Employability
Champion

Typical Process



What are employers looking for?



- Examples of attitude and ability

- Evidence of employability skills

- Do you 'fit' with their business

Employability Skills...

- Self-management
- Teamwork
- Problem Solving
- Application of Numeracy
- Application of Information Technology
- Communication & Literacy
- Business & Customer Awareness

Before your interview...

- Get comfortable with your own employability skills
- Research the company / industry
- Gather any documents that might help you (portfolio etc)
- Prepare some questions
- Make sure you know where your interview is taking place

Questions, questions...

- Company / industry specific i.e. uniform, hours or particulars of the role
- Training or progression opportunities
- Personal talents / areas of interest
- Corporate social responsibility
- Interviewer's career route

On the day, do...

- Make sure you arrive on time
- Calm your nerves before going in
- Shake hands with the interviewer
- Listen carefully and answer questions honestly
- Ask for a question to be repeated or re-phrased if necessary
- Ask questions
- Thank the interviewer for their time

On the day, don't...

- Be late
- Chew or fidget
- Mumble or worse, use bad language or slang
- Go too far off topic – you're likely to be nervous but you'll need to stay on subject
- Lie – much like lying on your CV, there's no point and you're likely to get caught out
- Leave without asking any questions

paradigm^{shift}
management

EMPLOYABILITY WHAT?

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AND STANDING OUT FROM THE CROWD



BY ANN NEWLOVE
ILLUSTRATED BY LEWIS ALEXANDER JACKSON

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