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1. Do Your Homework!

Make sure you have some knowledge about the company you're potentially going to be working for via their Facebook or web page – it shows you're interested but more importantly, you'll start to get an understanding of what their vision and values are, and you'll get a feel for what it might be like to work there. Look for positive signs – do they tell you what learning opportunities they give to staff? Are they involved in community or charity work? Staff benefits? Any staff testimonials to read? They're trying to give you a good impression of their organisation!

2. Be Prepared

If you have a job description and/or person specification for the role – use them! These important documents tell you what experience and skills they're expecting you to have for the job, so make sure you have lots of examples of how you can demonstrate how you meet these for your interview.

3. First Impressions Count!

Make sure you dress to impress on the day – the first impression you make is very important. Showered and shiny is the way forward! You're standing in front of them as a potential new member of their team – would you give yourself the job based on how you present yourself in those first few moments? Smile and think positive, and go get that job!

4. Know Yourself

Interviewers like to see how self-aware you are - knowing what you're good at, and knowing what areas you need to work on shows great awareness. Start thinking now about what your top 5 skills are (**TIP:** make them relevant to the job you're applying to for extra brownie points) and what areas you need to develop and improve on.

5. Have A Little Help...

It is perfectly OK to take a copy of your CV into the interview with you, and any prompts too. Remember that it's not an exam, and you want to do your best on the day, just tell them you have come prepared, they are unlikely to have a problem with it.

6. Insider's Tip!

Most interviewers will ask you why you want the job, and they may also ask you about your current role. These are nice gentle opening questions aimed to help you relax and to give the employer a bit of background, so make sure you have great answers for both of these questions. When talking about your current job, try to tell them about things you do currently that they will want you to do in the new job too, you'll be helping them to see that you have the skills they want for your new role!

TIP: Never tell them you want this job because you want to leave your current role – always make your reason for wanting the new job ABOUT the new job!

7. Sell Yourself!

We often feel awkward talking about ourselves, and blowing our own trumpet, but if you don't, who will?! Practice your answers out loud, and you'll start to feel more confident about talking about you and your wonderful skills.

8. Stay positive

Make sure you remain positive throughout the interview, and NEVER criticise a past employer or member of staff. Even if you've had bad experiences in the past, turn it into something positive, and part of the learning experience to help you develop.

9. Questions

Make sure you have some great questions for the interviewer – they can include asking about what learning and development opportunities there are, what career progression options there are, what do they most like about working there and anything else you might want to know.

10. SMILE!

Most importantly – smile and be yourself! They already like you (they invited you to interview, that's a great start!), so this is your chance to shine! If you are feeling nervous, tell them. It helps to break the ice.

Do you need some more help with your interview techniques? If so, please call 687014 or email jobcentre@gov.im

