

Emma Ford: Keep yourself safe

Keep yourself safe when you attend an interview:

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Always tell someone:

- Where you are going
- What time the interview is
- When you expect to be back
- How you are travelling, what route you are taking

Always leave contact details with someone:

name, telephone number and address of the person/venue/organisation you are visiting.

If you are flying ensure someone knows your flight details.

Make sure you know where you are going, have an address and telephone number with you when you travel.

Never go to an interview at a private home or dwelling. Always make sure you go to an office, conference/business centre or hotel which has a business/conference area. If you are not comfortable ask for a different venue.

If you are driving, ensure your car is in good order: fuel, oil, water and tyres to start with.

Try not to drive when you are tired. After the interview you might want to have some refreshments and take some time before starting on your journey home.

If you need to get a taxi, be sure it's licensed.

Keep important documents in a safe place. Wallets/purses/ documents in back pockets and open bags get stolen.

Make sure you have some cash with you.

Make sure you have some form of identification with you.

Take some water with you, especially on a hot day.