

## Emma Ford: The interview

Would you go to a business meeting without preparing? An interview is the first business meeting you will have with an organisation, so be prepared.

### The interview

SWITCH OFF YOUR MOBILE.

Go to the bathroom before the interview!

Don't chew gum.

Enjoy the experience, if you are relaxed and enjoying yourself this will come through.

SMILE.

Think about how you will introduce yourself. Firm handshake, look confident etc

Ensure you know the format of the interview, if you are not sure, ask.

If you need a glass of water, ask for one.

Understand a question before answering, if you don't ask for clarification.

Take your time, think before answering.

Answer the question, not what you think you heard - LISTEN CAREFULLY.

Tell your interviewers what you are thinking.

Answer the questions clearly, don't go on too long.

Use positive wording. 'I did this', 'I did that'.

Talk about what you have done, not what others have done.

If a flipchart or paper is available and you want to use them, then do.

Remember your body language and eye contact.

Sit upright - don't slouch or cross your arms.

Stay calm and trust yourself and your ideas.

Be honest, don't make things up.

Ask if you want to know something about the organisation.

Perhaps ask the interviewer(s) about their jobs and experiences.

Find out about the next steps after the interview, when will you hear an outcome etc.

When the interview has finished, thank your interviewers for their time and shake their hands.

Write down anything you have learned from the interview straight away.