

many people will be interviewing you and their positions in the organization. This will help you prepare for the kinds of questions they may ask.

Finding out how long the interview is likely to last will give you an idea of how detailed the interview will be. You should also find out if you will have to take an attest or make a presentation.

### 3) Plan your journey

Find out where the interview is and go there the day before, taking a note of how long it took you to get there. If you need to go by bus, plan the journey before hand. Plan an alternative route just in case of an accident or road works on the day of the interview. If you have a disability, ask about disabled access to the building.

### 4) Appearance

Always turn up to an interview dressed smartly and professionally. First impressions are important, so take your time and get it right.

### 5) Make sure you bring everything you need

- Any relevant paperwork (for example, proof of ID if required)
- Copy of CV
- Copy of covering letter
- Any information you've gathered about the organization

### 6) On the day of the interview

Give yourself plenty of time to get to the interview. Try to arrive 10 minutes before the interview. If you are delayed, contact your consultant to explain why so that we can try and get another appointment for you.

Try and stay calm. Everyone gets nervous going into an interview - if you have done your preparation and researched the organization (and possibly the person interviewing you) this will make you feel more confident.

### 7) Interview dos and don'ts

Do:

- Enter the room confidently
- Shake hands firmly when you introduce yourself
- Be polite and friendly - look the interviewer straight in the eye as soon as you enter the room
- Look interested - ask questions as well as answering