

# Interview Tips with

## CAREERS CLUB



### DRESS WELL

It is best to wear something simple, smart and comfortable. You may need to buy something new if you do not own something that fits into the above criteria. Unfortunately, the clothes you might wear every day to hang out with friends and family usually are not suitable for an interview or for work. The makeup and accessories you wear might not be appropriate either.

### **What to Avoid Wearing to a Job Interview....**

shorts and spaghetti-strap tops aren't acceptable for a job interview. Avoid anything that is too casual, like denim and flip flops and trainers, baseball caps, or any other type of hats. Don't wear shirts that show your belly, or pants that are too tight (or too loose). Avoid hoodies or any shirt or jacket that you wear with the hood up. Keep makeup simple and remember that a natural look is best. Keep this rule in mind when doing your hair as well. Keep your hair simple avoid too many accessories. While a simple necklace or bracelet is fine, avoid anything too distracting.

Perhaps you could borrow something from a friend or family member. Remember that you will need to invest in some new work clothes (unless you are issued with a work uniform) if you are successful.

### TURN YOUR PHONE OFF

If possible, leave your phone in car or in your bag or pocket on silent. The last thing you want is your phone going crazy with

notifications when you are in the middle of the interview. It's also a good idea to stay off your phone while you wait for the interview. Engage with people passing by smile and say hello

Rather than stare at the screen! Put the headphones away and do not sit there and text your friends!

### MAINTAIN EYE CONTACT

Maintaining good eye contact when being asked or answering questions shows that you

are fully engaged with the interviewer and you are actually paying attention. Keep it natural and remember to smile.

### RESEARCH

Always do your research about the company and the apprenticeship itself. Look at their website, social media, or try and find any news articles they may have been mentioned in to show you have made an effort to research. This will help you answer questions like "why do you want to work here?"



### ARRIVE EARLY

If your interview is at 11 am, Arrive at 10:50am. You do not want to be rushing into

your interview at the very last second, nor do you want to be too early!

### **WHAT TO TAKE**

Do not bring a drink, food, or chewing gum! Only bring to the interview the things you need such as a copy of your CV and qualifications.

### **TELL US A BIT ABOUT YOURSELF**

Be yourself! You can answer this question easily if you prepare. Are you a confident person? Do you like being around people or are you better in smaller groups working on set tasks? Perhaps you are a highly numerate person or someone who is great with the written word? What are your interests and hobbies? How do you spend your time? What is your career goal? Think about how a friend or a teacher may describe you if you are stuck.

### **WHY HAVE YOU APPLIED FOR THIS APPRENTICESHIP?**

Does the company attract you? Does the content of the apprenticeship interest you? Maybe it was the attraction of gaining professional work experience? The employer will want to see that you are motivated and will commit to the work as well as the academic commitment during the apprenticeship. Does the role and apprenticeship align with your interests?

### **WHAT SKILLS CAN YOU BRING TO THIS ROLE?**

Think about your strengths when it comes to answering this question. These skills can be personal skills you have developed during hobbies or time with family.

Are you a creative person?  
Do you work well with others?  
Are you a team player?  
Are you organised?

### **WHAT WOULD YOU SAY IS YOUR BIGGEST WEAKNESS?**

This is often a dreaded question but is an easy one once you know how to plan your answer. Think about a weakness that is genuine but has no bearing on the job you are applying for. For example, you are applying for a job working in a large nursery working with young children and babies. You could say that you are not overly keen on working at a computer for long periods of time as you lose concentration and feel like you need to be on the move. Therefore, you have decided to work in a more hands on role in a nursery setting.

### **IS THERE ANYTHING THAT YOU WOULD LIKE TO ASK US?**

Never reply to this question with a simple NO. There are **always** questions to ask. This is a great opportunity to get to understand the apprenticeship and the company in more detail. You could ask questions relating to the responsibilities of the role, opportunities for progression, what the company culture is like, or if there are any additional qualifications or training you could take.

If you have any questions regarding preparing for an interview, do not hesitate to get in touch and we will provide you with advice and direction.

Contact: [apprenticeships@system-people.co.uk](mailto:apprenticeships@system-people.co.uk)

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