

Top Ten Tips for Interviews

1. **Arrive early** - Know the location and time of the interview and arrive 10 minutes early. This will give you time to relax and calm your nerves.
2. **No baggage** - Leave your bag and coat in the waiting room. If you must carry a bag, remember to switch off your mobile phone.
3. **Start with a smile** - Greet the interviewer with a friendly smile and a professional handshake. It will get you off to a positive start.
4. **Body language** - Sit up straight in the chair, with both feet flat on the ground, and your hands in a relaxed position on your lap. Any hand gestures should be natural and simple. Your overall body posture should be alert, to show you are enthusiastic and interested in the conversation.
5. **Eye contact** - Keep good eye contact, which shows you are open and honest and confident in yourself. Where there is a panel of interviewers, direct your eye contact towards the person asking the question, but also include the others.
6. **Sell yourself** - Promote yourself by telling the interviewer why you believe you are the person for the job. Have your key selling points ready. Your success will depend on your ability to convince them that you have the skills to do the job.
7. **Show enthusiasm** - Be eager and interested in the job and the company. Ask questions about the work and tell them why you would really like the role.
8. **Positive attitude** - Speak positively about your successes. Be honest about your failures and highlight what you gained or learned from these situations. Be upbeat and keep your optimistic side out.
9. **Be yourself** - Your best chance of success is to be your natural self, rather than 'acting' out a role. Relax and let your real self shine!
10. **Strong finish** - Thank the interviewer, restate your interest in the job and the company and tell them you look forward to hearing from them.