

Careers preparation resources

Interviews

Once you have secured your interview, it is very important to prepare.

Preparation:

1. Find out about the organisation. Read their website inside out so you understand what they do, what they pride themselves on and what values they expect in their workers. Ask questions via their social media links so they get to know you before the interview.
2. Think about yourself. What skills, qualities and achievements have you got that would interest the interviewer. Note down examples of where you have shown and developed these skills. Read your application again and pick out the things you'd like to come out at interview.
3. Plan your journey – make sure you know exactly where and when the interview will be. Aim to arrive at the reception area of the company at least 15 minutes before the interview. If possible, have a dry run beforehand and an alternative plan in case something goes wrong.
4. Dress appropriately – choose clothes that suit the type of work and fit in with the organisation's image. Aim to look clean, neat and tidy. Get your clothes ready the day before.
5. Always take a pen and something to write on and read your interview instructions carefully in case they have requested that you should bring anything else along.

Use the following websites to help you find out how to complete a successful interview:

www.prospects.ac.uk/careers-advice/interview-tips

www.totaljobs.com/careers-advice/interviews/interview-questions

www.collegegrad.com/tough-interview-questions

<https://novoresume.com/career-blog/interview-questions-and-best-answers-guide>

An American website, but a good basis for you to prepare some possible interview answers. This article features tough questions you may be asked at interview.

As always, if you have any questions please speak with Emma or a member of staff. We will always help prep you for interviews and practise questions with you.

Key stage specific

Get Ahead Magazine

National Careers Service: This is the national website that is produced by the government – it offers labour market information and up to date careers advice.

National Apprenticeship Service – use the following link to search and apply for vacancies.

Icould– Excellent website with great videos linked to careers, the buzz quiz and plenty of resources.

Careers box– Some great resources here – superb videos about real everyday jobs.

‘My kinda future’ – Good website for teachers and students to create and store a CV – links to labour market information.

‘Get my first job’ – Good point of reference for traineeships and apprenticeships.

Success at School– Mainly Careers advice info for students, has an online shop for resources.