

BEFORE THE INTERVIEW

Work out how you are going to get to the interview ...bus? cycle? walk? train?

Why not make a practice journey so you are confident about how long it will take you to get there?

Study what the job involves and practise saying out loud what skills and experience you have which make you the best candidate. (Don't worry if this is your first job....give examples from your time at school, your hobbies or responsibilities at home)

Why not ask a friend or family member to give you a mock interview?

Think about what you are going to wear for the interview – will you look smart, clean and well – presented?

Why not ask family or friends for help in choosing your outfit?



DURING THE INTERVIEW

Be confident and polite

Why not think about what techniques help you to relax when you are under pressure?

Answer the questions as well and as clearly as you can

Why not ask the interviewer to repeat or re-phrase a question if you don't understand it?

Mind your language! Don't use teenage jargon / slang! Your interviewer may be too old to understand what you are saying!

Why not get your friends to point out your favourite teenage slang expressions to you ...so you can find alternative words?

AFTER THE INTERVIEW

If you've been successful, that's great ...well done...you've followed our tips!

Why not telephone or email just to confirm that you are accepting the position and to confirm the start date and time?

If you've not been successful, remember to ask for some feedback

Why not use this information to help you do better at your next interview?

Remember that all jobs have a probationary period which you need to complete successfully

Why not ask your supervisor for regular feedback on how you are progressing?

Remember – if you are aged 16 – 19 (or up to 25 if you have an EHCP) and are NEET ..why not contact us on 0121 675 6105 to get lots more help from one of our advisers?