PREPARING FOR YOUR COLLEGE OR TRAINING INTERVIEW

For those of you who have left or are leaving school, you may be nervous at the thought of having an interview. Our advisers have put together some useful hints and tips to help you to prepare and settle those nerves!

WHY DO I NEED TO HAVE AN INTERVIEW?

An interview is a chance for a college or training provider to find out a bit more about you and your suitability for the course. This is also an opportunity for you to find out more about them. Your interview could take place over the phone, be online, or face to face.

TRAVELLING TO YOUR INTERVIEW...THINK ABOUT:

Preparation - It's best to plan your journey in advance : how you will get there ...bus? train? cycle? walking? Consider practising the journey so you are confident about how long it will take to get there. Aim to be there at least 10 minutes early - you want to make a good first impression. The West Midlands travel planner can help you to plan the journey:
 journeyplanner.networkwestmidlands.com

Do you know where to report to and who to ask for on arrival?

TELEPHONE INTERVIEWS:

Make sure your phone is fully charged and that you have a clear signal.

WHAT TO TAKE/ HAVE TO HAND

Your college / training provider will let you know what you need to bring - this can include:

Your qualifications or predicted grades: you are likely to be asked about any previous qualifications you have achieved or your predicted grades if you are awaiting your results.

You may be asked about any other activities you have participated in at school or outside of school.

Interviews can be nerve racking - it's a good idea to write down any questions you may have about the college, training provider or course (s) that you are interested in.

ONLINE INTERVIEWS:

Make sure your phone or computer is charged up.

Aim to set up your computer at least 20 minutes before your interview to ensure everything is up and running and to give you time to resolve any IT problems.

Do you have the details of how to join your meeting to hand?

Arrange for a quiet space in your home for the time of your interview and make sure family members are aware it is taking place so that you are free from interruptions and distractions.

Make sure you have an appropriate background setting – you can download free backgrounds online.

Make sure you won't be disturbed by other mobile phones - switch them off or put them on silent.

WHAT TO WEAR AT YOUR INTERVIEW

Dressing smart / causal is usually appropriate for a college interview. You don't have to be too formal and wear a suit, however you do want to make a good impression and should aim to have a clean and smart appearance

Don't ....

- ✗ Wear a baseball cap
- ✗ Have too much Jewellery or make-up on as this can be distracting
- ✗ Wear clothes that are too tight or too big
- ✗ Wear clothes that need repairing

QUESTIONS YOU MAY BE ASKED AT YOUR INTERVIEW

We have compiled some questions that you may be asked at your post 16 interview. A Birmingham Careers Service Adviser can support you in answering these and preparing you for your interview.

Tell me about yourself?

Why have you applied for this course?

What is your long- term career plan?

Why have you applied here?

Tell me about any qualifications you have achieved or are working towards?

Where would you like to see yourself in 5 years' time?

Any Questions?

You may also get asked about your attendance and punctuality at school

Whether you are a young person looking for college, work or training, a Birmingham Careers Service Adviser can support you with preparing for your interview.

APPLYING ONLINE - ARE YOU IT READY?

Many of you will be making applications online, making a good first impression is important! Have you checked to see if :

Your email address is suitable.

✓ Your voicemail message is clear and sounds professional?

Get some help

✓ Has someone read through your application form? Getting someone to look through it with a fresh perspective can help to spot any errors and let you know if you have missed anything out.

Birmingham City Council

European Union
European Social Fund

YOUTH PROMISE PLUS

BIRMINGHAM CAREERS SERVICE
guiding young people