



## hints and tips for interviews

Lets face it, most of us don't really relish the thought of an interview situation. No matter how many times you have been there, there is always that feeling of trepidation, excitement or even cold stark fear.

However do not fear as help is at hand! We have put together a top five of interview do's and don'ts based on our experiences of excellent interview behavior (along with a few pet hates too)

### Be on time

There are two ends of the scale here. The obvious one surely is that being late for an interview doesn't create the best first impression. We advise you to check out the location the day before, plan your route and if you have time, do a dummy run so that you know exactly how long it'll take, what the traffic is like etc. If you are running late due to unforeseen circumstances always ring ahead and let your contact know.

You may be surprised to hear that being really early for an interview is also slightly off-putting. If you do get there unexpectedly early why not take a moment to compose yourself by waiting in your car or walking round the block.

In our opinion you should aim to get there about 5-10 minutes before your interview time.

### Suited and booted

There is nothing truer than the expression "first impressions count". Whenever possible you should wear your best interview clobber. In our opinion you will be taken much more seriously if you arrive in a business suit. Handshakes are important too - a good, firm one is advised. A friendly disposition always helps so try to smile!

### Be prepared

Check when you make the appointment what you might need to bring along with you - and then make sure you remember it!