

Interviews can be daunting prospects, but they needn't be. If you keep a clear head and prepare properly, you'll find those nerves will just disappear, leaving you free to show your interviewer exactly what you're made of.

### **Know what to expect**

It may sound obvious, but the more you know about what to expect from your interview, the more confident you'll be when you get there.

When you're arranging a time, you might want to ask some questions about what'll be expected of you. Don't go as far as to fish for the precise questions you'll be asked, but a few general enquiries about how the interview will work, who will be there, whether there's anything you need to bring etc. should give you the certainty you need to approach it with confidence.

At the very least, you should make sure that you know exactly where you need to be, when you need to be there and how you're going to get there – before the day of the interview.

If practical, a day or two before the interview it's often a good idea to do a 'dry run' of the route you'll need to take on the day. That way you'll know exactly how long it takes to get there, and you won't have to worry on the day about finding the right bus stop, entrance etc.

### **What to wear**

You should also decide what you're going to wear the day before. We expect all our employees to dress smartly. However, this does not mean going over the top. You don't need to look like you're ready for a party, so keep make up, jewellery and accessories to a minimum.

Above all, make sure you're comfortable.

### **Answering questions**

In theory, this should be easy. You're asked a question, you answer it. But nerves can often get in the way, making it more difficult than it actually is.

If you're worried about this, it's a good idea to build up your confidence by practising answering questions with friends and family. This should also reveal any areas you might need to work on.

During the interview itself, try to keep your answers as focused and concise as possible. It's okay to bring in points that aren't directly related to the question if you think they are relevant and paint you in a positive light, but in general stick to answering what you were asked.

It's also advisable to use examples from your previous experience to illustrate your answers. Not only will this bring them to life, it will also help build up a convincing case that you are capable of performing the role.

### **Have your own questions**

Try to prepare some questions of your own in advance. These don't have to be complicated – simple queries about the working environment and the development opportunities on offer should suffice – as long as they demonstrate a genuine interest in the role and Interdean itself.

### **Be yourself**

All too often, people make the mistake of thinking that during an interview they have to give a 'performance' that lives up to the kind of person the interviewer is looking for. This isn't the case.

Yes, the interviewer is looking for certain skills, knowledge and experience, but these are not things you can 'act'. You either have them or you don't. And if you do, the best thing to do is be yourself and they'll shine through naturally. If you don't have them, the chances are you're applying for the wrong position.

We wish you every success for your interview with Interdean.