

HOW TO SMASH THE INTERVIEW

- if you haven't had an interview for a while, apply for jobs to get some practice
- Do your research about the company and the interviewer
- Double check your social media the day before so there are no surprises
- Plan your journey, check your route and aim to arrive at least an hour early
- Look smart, well groomed, professional & polish your shoes
- Smell good but beware of strong perfume or aftershave
- Wear clothes you feel comfortable in, not too tight or will crease on the journey
- Be friendly and polite to everyone you meet including reception, security etc
- Learn your CV and think about what they might ask you
- if they ask about your weaknesses be honest but add a positive spin.
- Practice some interview questions with a friend or mentor
- Be prepared to answer any questions about gaps in your CV
- Take some copies of your CV with you, incase they have lost their copy
- if you have sent in a video, watch it before the interview to remind yourself
- Have some prepared questions - it's ok to write them down & refer to them
- Ask some questions that show you have researched the company
- When you enter stand tall, shake hands, give eye contact and a genuine smile
- When answering questions be clear and concise
- Key skills - strengths and achievements avoid clichés
- Don't lose faith if you're not selected, maybe you weren't a fit for that company
- Ask for feedback on your interview

*Don't forget to visit the free Jobseekers Toolkit online learning
at [mjinspire.com](https://www.mjinspire.com)*