

10 tips for your job interview

1. Be on time

This shows courtesy to the interviewer, and good time-keeping. Aim to be a few minutes early so you are not rushing or arriving flustered. If you are running late, call to let them know.

2. Have confident body language

Sit up straight with your shoulders back and offer a firm handshake. Avoid hunching or crossing your arms.

3. Make small talk

Before the formal interview begins, be confident to chat with the interviewer – ask how they are, or tell them about your journey to meet them that day.

4. Dress smartly

Dress appropriately and professionally. If you're not sure what the dress-code of the office is, it's better to go more formal than less. Avoid arriving with hair wet from the shower.

5. Get set up if online

If you're interviewing online, find a neutral background, quiet space and good lighting.

6. Do your research

Research key details about the company and the role before your interview, such as their company values and mission statement, and their position in the industry

7. Practice your answers

To avoid rambling answers, or those that don't give enough detail, practice beforehand. It can sometimes help to record yourself and listen back.

8. Use a professional tone

Speak slowly and clearly, avoiding slang or crass language.

9. Give clear examples

If you claim to have a particular quality or skill, you need to back it up with evidence. The STARR tool can be a helpful to prepare interview answers.

10. Prepare questions to ask

The interviewer will always ask if you have any questions for them; never say no! You could ask about training opportunities, where the company is heading in the next few years, or something about the interview's own role.

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