

INTERVIEW TIPS



Who is this for?

Unpaid carers and former carers who are looking to move into employment or change jobs

Preparing for an interview

Interviews can seem daunting but there are things you can do to help you prepare.

Before the interview:

- Organise your clothes the night before.
- Plan your journey.
- Arrange cover for the person you care for.
- Think of examples of how you meet the essential criteria on the job description.
- Prepare questions to ask at the end.

On the day:

- Take a copy of the job description and your CV or application form.
- Take a notepad and pen.
- Do some deep breathing exercises to help you to relax.

If you cannot attend ...

Ask to rearrange the interview if you are unable to make the date/time. Give plenty of notice. The interviewer may be more willing to rearrange if they know the reason.

If you have a caring emergency on the day, let the organisation know as soon as you can and explain why. Again, they may be able to rearrange the interview.

You can get help with preparing for an interview from employment support services or talk to your local carers centre.





Interview tip

Do:

- Arrive on time by planning your journey.
- Dress appropriately – if you are unsure, find out if there is a dress code.
- Turn off your phone.
- Listen to the question before answering.
- Take your time to answer the questions.
- Engage with the interviewer/s throughout the interview.
- Think about your body language: walk in confidently, sit up straight and maintain eye contact.

Don't:

- Use slang or jargon.
- Complain about previous employers.
- Lie – you will soon get caught out.



Further information

National Careers Service:

<https://nationalcareersservice.direct.gov.uk> or
0800 100900

CV Library:

www.cv-library.co.uk/career-advice

Monster:

www.monster.co.uk/career-advice

Reed:

www.reed.co.uk/career-advice

Your notes