

“Some do’s and don’ts....”

- DO**
- Be on time
 - Be neat, tidy and clean
 - Smile and look confident
 - Make eye contact with the person speaking
 - Answer clearly
 - Listen carefully
 - Have some questions to ask

- DON'T**
- Be late
 - Slouch in the chair
 - Chew gum or smoke
 - Mumble
 - Make things up
 - Be afraid to ask questions

If you are unsure about what the question means or haven't heard properly, ask for it to be repeated. The interviewer won't be impressed if you waffle on and haven't listened properly, however, asking questions shows you are keen and paying attention.

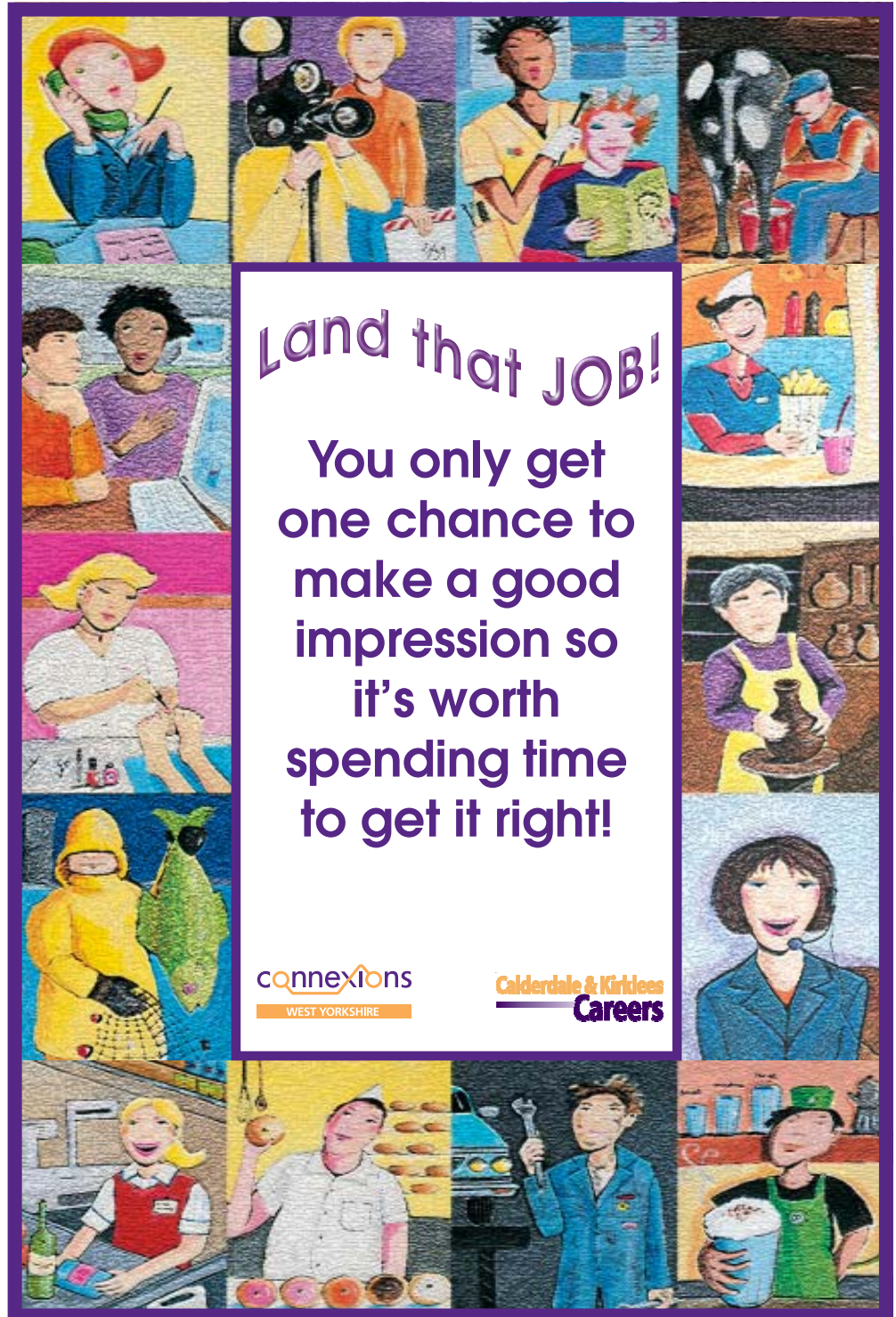
Above all remember that an interview is not a test to try and catch you out. It is a chance for both you and the company to find out more about each other and decide whether you are right for the job, and whether the job is right for you.

For further help: check out the services to business section of our website www.workabout.org.uk

Call Claire, Sarah or Michelle on 01484 226750 to talk things through

Email recruitline@ckcareers.org.uk

Call into your Connexions or Careers Centre



Land that JOB!

You only get one chance to make a good impression so it's worth spending time to get it right!

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The Application Form

The Interview

Your application form is likely to be the first contact you make with an employer so it is very important that you take care when filling it in.

“First impressions last....”

- Read through the application form properly and make sure you follow any special instructions (eg, black ink, block capitals, etc).
- Get someone to read it over for you - we often forget to mention things about ourselves.
- Take a copy to practise on first, or write your answers on a blank piece of paper.
- Write clearly and neatly and pay close attention to spelling.
- Lots of application forms have a large space for you to explain why you would be good at the job. This is a golden opportunity for you to sell yourself. Read the job description carefully and try to think of evidence to show you have the skills it is asking for. This may come from part-time work, school activities and hobbies.
- Important skills and abilities that employers look for include things like:
 - Being reliable*
 - Being organised*
 - Wanting to learn*
- When you have finished, check through the form carefully to make sure you have filled in each section as fully as possible; this will show the employer that you have taken time with the form and are keen.
- It is a good idea to keep a copy of the application form to remind yourself of what you have said if you are invited to interview. It will be useful to refer to for future application forms.
- Although it is important to show yourself in the best possible way, it is equally important that you do not lie - ***you may be caught out!***
- Finally, write a covering letter on plain paper explaining where you heard about the vacancy and why you feel you are a good candidate.

“Be prepared....”

- Check where you are going and think about how you are going to get there. Check bus/train times and do a practise run if possible so that you know how long it is likely to take.
- Give yourself some extra time just in case there's delay. If there is, ring in to explain.
- Think about what you're going to wear. Most employers look for someone who is clean, smart, neat and tidy. Don't wear very trendy hairstyles or clothes, and don't look scruffy.
- Check the details of the job carefully. What will you have to do and what will you need to be good at? The interviewer will ask you questions around these things so prepare some answers.
- If you have one, take your Record of Achievement or Progress File - it says a lot more about you than just your academic ability and can be a good starting point for a conversation.
- Try to find out about the company. Do you know anyone else who works there who could tell you? If not, your careers centre may be able to give you some help.
- Think about the questions you may have to answer. Typical questions are things like:
 - Tell me about yourself*
 - What are you proud of?*
 - Why do you want to work here?*
 - What are you not so good at?*
- Think about the questions you might want to ask. An interview gives you the chance to check out if this is the right job for you. You could ask questions like:
 - Will there be any training?*
 - Will I get some qualifications?*
 - What would I be doing on a typical day?*

Be careful not to just ask questions about pay and holidays, questions about training show you are keen to learn about the job