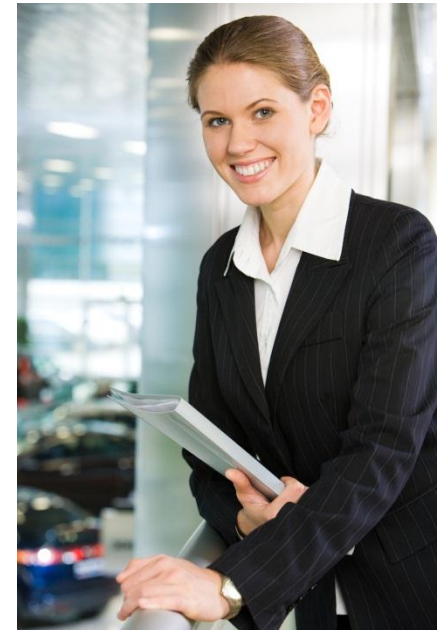


# Things to bring with you

“ Bring a copy of your **resume** and any supporting documents (for example certificates of qualifications) and protect it from damage in a folder.

“ Know your availability and bring a copy of your **study timetable** if necessary.



**Arrive on time** and know where you have to go and how to get there in advance.

**Leave early in preparation for traffic delays or public transport issues.**

**Arriving early to an interview shows that you are reliable and enthusiastic.**

# BE PUNCTUAL

## Turn off your phone

It isn't professional to have your phone start ringing in an interview. If this happens, apologise and switch it off. Don't answer it. You will have to call the person back afterwards.



Demonstrate **enthusiasm** for the position  
you are applying for.



SMILE



An interviewer knows that an employee with passion for their position is more likely to perform their duties to the best of their abilities.

# MAKE EYE CONTACT



This will show your interviewer that you are confident and believe in yourself.

# Use appropriate language



When you're hanging out with friends you might not be as polite and formal as an interview requires.

So adjust your language and manners so that you continue to impress.

# Say thank you

At the end of the interview, make sure to thank your interviewer for taking the time to meet with you.

A note or email following the interview may also be a good way to thank your interviewer. This lets them know that you are interested in the position and you are keen to hear from them.

It also ensures that your name is kept in their mind after the interview.



# Avoid social network site slander



Older people use social networking sites too!

Many businesses see them as a great way to learn more about candidates.

Even if you think the interview hasn't gone well, don't risk your chances by putting something negative on the internet.

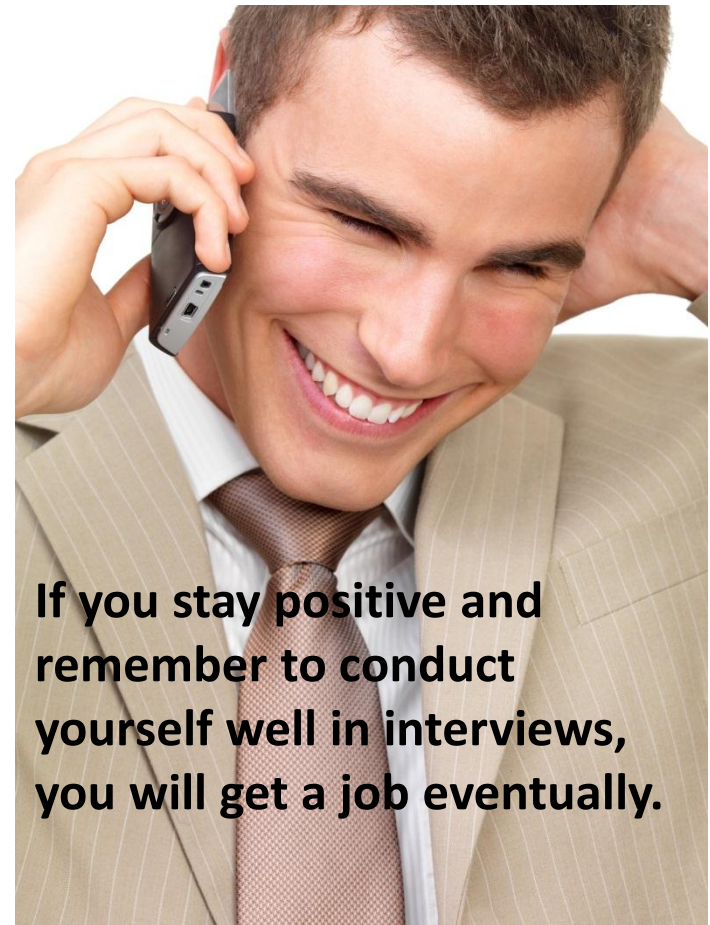
You don't know who is reading!

# DON'T STRESS!!!

The hard part is over. You can not control how the decision will be made, and who you were up against.

If you are successful:  
fantastic!

If you aren't successful: ask for feedback and stay positive. Remember that you were just one of many people applying, and that there are countless more jobs you can go for.



**If you stay positive and remember to conduct yourself well in interviews, you will get a job eventually.**