

## INTERVIEW TIPS



**As competition for places on courses gets tougher, more institutions are using interviews as part of the selection process. One thing you can do to help yourself feel more at ease is to be prepared. This is important whether your interview is for college, university or a part-time job.**

If you have an interview coming up and you're feeling a bit nervous then don't worry. It is completely normal to feel like this and most people will be nervous even if they don't show it.

As competition for places on courses gets tougher, more institutions are using interviews as part of the selection process. One thing you can do to help yourself feel more at ease is to be prepared. This is important whether your interview is for college, university or a part-time job.

Have a read through the simple steps below to help you on your way to a successful interview.

### **Stuff to do:**

1. Make a list of questions you are likely to be asked during the interview and practice answering them out loud e.g. You will almost certainly be asked "why have you applied for the course?" or something similar.

2. Depending on the course, you might be asked something like "what do you know about the course?". So, make sure you've read and re-read all of the course

information and that you are really familiar with it. If you haven't had a look, then check out the information online, in the prospectus or any letters they may have sent you.

**3.** You might also be asked "what will you do after the course is finished?" or "how will this course help you to achieve your goals?" or something like that. It is worth having a think about this and preparing a good, positive answer for it.

**4.** You will probably be given an opportunity to ask some questions of your own – an interview is a two-way conversation after all. If you would like to ask some questions make sure they are sensible ones! e.g. You might want to ask "Can you please give me some examples of how students typically progress after completing this course?"

**On the day:**

**1.** Dress smart (unless you have been asked to wear something specific e.g. for a dance interview). Make sure you iron your clothes and shine your shoes as this helps to make a good impression.

**2.** Have a good breakfast or lunch and drink plenty of fluids.

**3.** If the course organisers have asked you to bring any paperwork with you, make sure you bring it e.g. SQA certificate.

**4.** Allow yourself plenty of time to get to the building. Even allow some time for getting stuck in traffic or getting lost on the way; these things happen!

**5.** When you meet the interviewers, remember to smile!

**6.** Try to be enthusiastic, interested and positive.

**7.** Enjoy the experience!

Hopefully the steps above have helped you feel a bit more prepared for your interview. I know some of the advice is obvious but sometimes the obvious things are the ones that you forget.