



Work Experience Interview Tips

Employers often make decisions based on the first few minutes of an interview.

You only get one chance to make a good first impression!

Before the Interview

- Arrive on time – A Focus Training Placement Manager will accompany you on your interview. You need to be at the agreed 'pick-up point' on time.
- Look smart and tidy.
- Know the name of the company and person you have come to see.

During the Interview

- Give a firm handshake.
- Make eye contact and smile – it will help you appear confident.
- Be polite and interested in what the interviewer is saying.
- Think about your answers, be honest but also consider what the interviewer would like to hear.
- Think about how you might answer the following questions:
 - Tell me about yourself and what you enjoy doing outside of school?
 - What are your favourite subjects at school?
 - Why did you choose a work placement in this field?
 - What ambitions do you have for the future?
 - What are your strengths and weaknesses?
 - Have you got any questions you would like to ask me? – If possible, try to ask at least one question - it will help you appear enthusiastic
i.e. Who will be my supervisor? What do I need to bring with me on my first day?

At the End

- Thank the interviewer for his/her time.
- Shake their hand just before you leave.

Good luck on your interview!