

# JOB BOARD

## Job Interview Tips for Students



1.

## **Research the employer and job requirements**


Prepare a list of the top five qualities, skills, and areas of knowledge or experiences that would best equip you to excel in the position. Think of an example of how you have demonstrated each asset in past jobs, volunteer roles, academic projects, or school activities.



2.

## **Articulate why the job appeals to you.**

Be prepared to explain why you would be the perfect fit for this job. Use examples from school, college or work experience.



### **3. Run practice interviews with family, friends or teachers**

Check with your career services office to see if they conduct interview support. That's a great way to prepare for the real thing.

Also use YouTube or career websites to help you with interview techniques.



### **4. Make sure to plan ahead**

Ensure you have enough time to get to and from your interview - plan your route in advance. If you have classes that day, mention that to your interviewer. If necessary, ask your college or university if you can leave a few minutes early.



**5.**

## **Have the interviewer's contact information to hand**

Although it's important to give yourself enough travel time it is useful to be able to get in touch with your interviewer just in case you are running late or have to cancel. Obviously, this is not recommended, however, being prepared for this is important.



**6.**

## **Dress appropriately for your interview**

Make sure you look professional and clean for your big day. Get your clothes ready the day before and check they are clean and presentable.



## **Don't forget to bring things you need**

Its important you bring everything that the interviewer wants to see. By not doing this, it could show you are unorganised and do not follow simple instructions. If you are unsure about anything, ring the company the day before to confirm your attendance and to make sure you know what you need to bring.



## **Turn your phone on silent and put it away**

Your interview isn't a place to sneak in a few texts. If your phone is constantly beeping or ringing during your interview, it creates a very distracting environment and reflects poorly on you.



9.

## **Don't walk in with your earphones in**

Although you might be dying to catch the end of your favourite song, it's important you put your device away before you walk into your interview. You want to be fully focused on your interview.



10.

## **Don't bring food to your interview**

Plan ahead and grab a snack before or after your interview. It isn't professional to eat during your interview. This applies to drinks, too - finish (or throw out) your coffee before your interview. Your interviewer will likely offer you water during your interview, so don't worry about being thirsty!



**11.**

## **Don't bring friends along with you**

You should go to your interview alone, don't bring your friends or your significant other. If your parents are around, don't bring them either. If someone gives you a ride to the interview, have them wait in the car or go and grab a coffee.



**12.**

## **Be professional, polite and attentive**

Always make an effort to greet your interviewer kindly, and be active and engaged during the interview process. Be outgoing and positive, even if you're nervous. Sit up straight and make eye contact. It's natural to be nervous - just be yourself and do your best.



**13.**

## **Know your course timetable**

Employers know that college and university students have busy schedules, so it's important to have an idea of your availability. It's good to note down how many hours per week you can work, if you can work weekends, and if you will be available during summer breaks.



**14.**

## **Always be upfront and honest**

Once you know when it's feasible for you to work, be honest with your employer. You don't want to end up taking on more hours than you can handle, inconveniencing both yourself and your employer. If your availability isn't suitable, it's better to know that right away so you can look for other jobs.



**15.**

## **Email a thank you note after the interview**

Although you should thank your interviewer in person for taking the time to interview you, it's a great idea to send an email as well. In addition to being good manners, taking the time to follow up emphasises your interest in the position. Be sure to express your enthusiasm for the job if it is still an attractive opportunity for you, and briefly summarize how it is a good fit.

**16.**

## **Lastly, don't panic!**

Interviews get less scary with each one you do. If you're nervous, that's good because it means you care and are genuinely wanting the position!

**GOT A QUESTION?**

**Come and chat to us over  
at [aimhigherwm.ac.uk](http://aimhigherwm.ac.uk)**