The Interview

- Check the address and location of the interview in advance.
- Ring and confirm the location and time if you are unsure.
- Allow plenty of time to get there.
- If you are running late or lost you will feel stressed.
- The aim is to feel relaxed and not rushed.
- Answer the questions in a manner that is direct, open and honest.
- Make sure your answers are relevant to the questions asked.
- If you need time to think and prepare then ask for a few moments to think about the question.
- Always ask questions about the position when given the opportunity.
- Do your homework, read about the agency or business on their website. This tells the employer that you are interested in their service. You have taken time to learn about their service.