



Preparing for Success in Job Interviews

Research the company and role

Show you are prepared and understand the job you're applying for by researching:

- The company's website - focus on the company values, mission and 'about' page.
- The job description and skills that are relevant to you - remember you don't need to have all the criteria to apply.
- Salary expectations - be prepared to quote a reasonable income if you're asked.
- Recent news or upcoming projects from the company.

Plan and be prepared

Planning ahead will help reduce nerves, consider the following:

- Plan a professional outfit in advance, try to match the company's dress code.
- Plan your travel route to the interview, and give yourself plenty of time.
- Practice interviewing in the mirror or do a mock interview with someone you trust.
- Bring a copy of the job advert and your CV.
- Have your preparation worksheet nearby in case you need it in the interview.

Manage nerves and build confidence

It's normal to feel nervous before an interview. Use these simple techniques to turn nerves into positive energy and walk into the interview feeling confident:

- Practice deep breathing: Breathe deeply into your belly, then slowly exhale to calm your mind and slow your heart rate.
- Visualise success: Picture yourself confidently answering questions and connecting with the interviewer.
- Ground yourself in the moment: List 5 things you can see, hear, smell and feel.
- Ease the pressure: Swap anxious thoughts like 'I really need this job' to 'this interview is a good experience, regardless of the outcome'.

Repeat this affirmation:

I am calm and confident. I trust my skills and experience are enough. I can succeed.

Post-interview follow up

Following up post interview can make a lasting impression and build your interview skills, you could:

- Send a thank-you email, mention something specific from your conversation to show interest.
- If the interviewer mentioned a timeline, make a note to follow up if needed.
- Reflect on your performance. What went well and what are areas for improvement? This builds confidence and prepares you for future interviews.
- If you are not successful, ask for specific feedback for improvement from the interviewer.
- Remember every interview is a step forward to finding the right role. Stay positive and keep practising as you continue your journey.

Interview Preparation Worksheet



Job title:	Company name:
Date/time:	Address:

About me, and why I want the job:

Prepare a brief confident summary of your background, skills and why you're interested in the role:

My top 3 strengths:

My challenges:

My skills and qualifications:

List skills and qualifications. Remember skills gained through life experience are just as valid:

My relevant experience:

Examples of your past achievements and what impact they had:

Why I'm the best person for this job:

Match the job requirements to your own skills, qualifications and experience. Note examples from your work or home life where you have shown the skills they need:

My question to the interviewer:

I provided a cover letter and resume

I followed up after the interview