



## All about interviews – Attending your interview

- Plan your journey and arrive in good time – It's better to be early than late or last minute!
- Remember those 'really really important documents ' that you might need e.g. National Insurance Number, CV, certificates, passport, birth certificate etc.
- Be polite and know the name of the person interviewing you!
- Be aware of your body language and non-verbal communication (things that you say without speaking!)

### **DON'T**

- Slouch or sprawl in your chair
- Fidget around too much
- Ask if you can smoke
- Touch or move things on the desk
- Chew gum

### **DO**

- Turn your phone off (don't put it on vibrate or silent)
- Eat a mint before you go in if you smoke
- Shake hands firmly, make eye contact and smile!
- Sit when invited to
- Look attentive, interested and composed
- Keep eye contact (but don't stare!)