Before your interview:

1. Remind yourself why you are interested in this career, and this employer. Enthusiasm is very important.
2. Re-read your application form as if you were the interviewer. Try and anticipate the questions they will ask.
3. Think about any awkward points that might be picked up on, and how you will handle them. Are there gaps in your work history, or do you have low marks in some areas? Be ready to explain these, if necessary.
4. Prepare some questions to ask the interviewer. Try something simple, like "What size of team would I be working in?", as long as they haven’t already covered this in the interview. Can’t think of any? It’s perfectly fine to say “I think you’ve covered everything, thank you!”
5. Plan how you will get to the interview. Leave plenty of time in case of traffic jams or delayed trains.
6. Lay out your interview outfit the night before. There’s nothing worse than rushing about trying to find a tie, or matching shoes!
7. Make sure you are comfortable in what you are wearing. You do not want to be thinking about how uncomfortable your shoes are, rather than listening intently to the employer’s questions!
8. Research the employer - here are some things you may be able to find out from the employer’s website:
   - What size is the organization?
   - How long has it been in business?
   - What are its products and/or services?
   - What sort of reputation or public image does it have?
   - Who are its main competitors?
   - Where is it based? Single or multiple locations? UK or multinational?
   - What is the organizational structure like?
   - What are its future plans and prospects?
   - What is the organisational culture?
   - What types of training, development and appraisal are offered?
9. Practice your answers. Most interviews take a similar format, so you can prepare the structure to your answers in advance.
10. Stay calm. You’ve got an interview, which is the first hurdle. Stay positive, and you will do well!