



# Interview Guide

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# Interview Preparation

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**Well done, you have completed your first step into getting your Apprenticeship. You have progressed to the interview stage and Intec have a few tips to help you be the perfect candidate.**

## **When you confirm your interview...**

You should become knowledgeable on the company interviewing you and do research as much as possible (looking at products, services, history, markets, competitors, etc). Prepare some questions for the employer - you should also have 2/3 reputable and relevant references who are happy to be contacted.



## **What should you do?**

You should be prepared to answer a range of questions and ensure that you can say why you:

- Want the job
- What your strengths are
- How you'd do the job
- What your best achievements are





# The night before the big day!

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## CV PREP

Make sure that your CV is up to date and bring 3 copies with you (one for the interviewer, one for you and a spare in case the interviewer brings a colleague to the meeting).



## JOURNEY

Plan your journey with a map of how to get there and how long it will take - double check the time and date of your interview and plan to arrive early.



## WHAT TO WEAR

Decide what to wear well in advance and ensure that you look presentable. It is ideal to wear a suit or the equivalent business attire (unless specifically stated to dress informally) that you are comfortable in.



## NOTE

Write down some key points that you want to make and any questions that you want to ask the employer.



## PERFORMANCE

Avoid excessive alcohol so you can think with a clear head. Smokers should resist the temptation to have a cigarette on the way or whilst waiting as the smell may be noticeable.



## Questions to consider...

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### Do ask:

- ✓ How would you describe the responsibilities of the position?
- ✓ How would you describe a typical week/day in this position?
- ✓ Who does this position report to?
- ✓ How many people work in this office/department?
- ✓ What is the typical work week? Is overtime expected?
- ✓ What are the prospects for growth and advancement?
- ✓ What do you like about working here?
- ✓ If I am extended a job offer, how soon would you like me to start?
- ✓ When can I hear from you?
- ✓ Are there any other questions I can answer for you?

### Don't ask:

- ✗ What does this company do? (Do your research ahead of time)
- ✗ If I get the job, when can I take time off for holiday? (Wait until you get the offer to mention prior commitments)
- ✗ Can I change my schedule if I get the job? (If you need to figure out the logistics of getting to work, don't mention it now)
- ✗ Did I get the job? (Don't be impatient, they'll let you know)

# In the interview...

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Relax but have good posture, not slouching and have a friendly expression.

Speak clearly and take a deep breath before you speak if you are nervous.

Shake hands with the interviewer(s) at the beginning and the end of the interview.

Don't be afraid to ask for clarification if a question is not clear.

Listen carefully to questions and try to give clear answers supported with relevant evidence.



Maintain good eye contact and try to smile when appropriate.



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