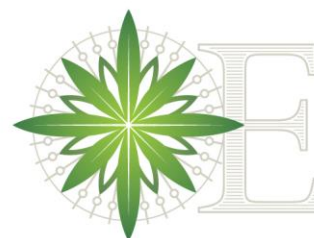


### **During the Interview**

The interview day has arrived, you have woken up feeling a bit nervous or anxious. This is a normal feeling that most people will have on the day of an interview. Remind yourself that you have prepared well and have confidence that your qualifications, skills and work experience are appealing to the employer and that is why they have invited you for the interview.

To help you demonstrate your skills, attributes and experiences to an employer, the Careers Service has compiled the following areas that you can focus on during an interview:

- Turn your phone off before entering the interview.
- Shake hands with the panel members when you enter the room and make eye contact.
- Listen to instructions from the panel regarding the format of the interview.
- Make sure you reflect on what the question is asking before answering it. It is important to gather your thoughts, take a breath or drink of water if you need to before answering.
- Give the opening icebreaker question needs your full attention and connect your answer to the role you are applying for.
- Listen to the whole question.
- Maintain positive body language and thoughts throughout, regardless of how you think the interview is going.
- Answer questions using the [STAR \(Situation, Task, Action, Results\) Method](#).
- When answering questions move eye contact from person to person on the interview panel and always return to the person who asked the original question.
- Remember to use your [transferable skills](#) as examples when answering questions.
- Ask panel members to repeat their question if you need to.
- Don't rush your answers, pace yourself and speak clearly.
- If you are not sure if you have answered the question adequately ask the panel members directly if your response answered the question for them. However, don't do this after every question.
- Ask your rehearsed [employer questions](#) at the end of the interview.
- Thank the panel for inviting you to the interview
- Ensure you maintain your professionalism until you leave the interview room.



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