TOP TIPS FOR INTERVIEWS

Below are some top tips and advice for both students and providers working with employers to help them understand what to expect and/or how to prepare for the interview day.

These tips are general best practice for interviews; your staff and curriculum leads might be able to add suggestions specific to their industry or sector.

BE PREPARED:

- Do your homework on each employer. Knowing who you are meeting for your interview and gathering as much information as possible about their business will be really helpful during the interview.
- Practise at home, out loud, giving a short description about yourself. This is generally the first question for each interview so it’s worth preparing it in advance.
- Search online or ask your tutor for interview example questions or look in the student handbook for some top tips.
- Talk to students who have already been interviewed by the same employer, or who did the same industry placement in previous years, to find out more about what to expect.
- Schedule a meeting with your career advisor on further interview tips.
- [EDUCATION PROVIDERS TO ADD SECTOR-SPECIFIC TIPS]

BE POSITIVE & PROACTIVE:

- A positive attitude and willingness to learn is one of the key qualities required by employers.
- Arrive on time, or even better, arrive 5-10 minutes in advance.
- Most industry placements won’t require you to wear a suit, but a smart outfit can help to give a good first impression. Check with your tutor or the employer on dress code.
- If you’re not sure how to answer a question, ask your interviewer to clarify, or to give an example of what he/she means.
- End the interview by asking one or two questions about the placement or about the company. This is a useful way to find out more and will show the employer that you are proactive and motivated to learn more about the company.
Industry placements are a core part of the new T Level courses. The first T Levels start September 2020. Visit [www.gov.uk/dfe/t-levels](http://www.gov.uk/dfe/t-levels).

Learning providers can make enquiries regarding industry placements by using this online enquiry form to contact the Education & Skills Funding Agency or you can speak to your local ESFA team.