

INTERVIEW PREPARATION and TECHNIQUES

Preparing for your Interview

- Research
 - Read up on the Company (web site) for which you are attending interview:
 - What do they do?
 - Who are their competitors?
 - Have they a blog, twitter or fb page you can follow for information?
 - Who is interviewing you? (If you are notified of this).
 - What is their address (How are you going to get there, and on time!?).
 - Make notes of your research.
 - Read through your own CV/Personal statement to make sure you know what you have written, and that it is accurate. If your personal statement needs something recent adding to it update it before the interview.
- Prepare things to take with you:
 - Take along ALL your certificates, even if the qualification is not appropriate to the job applying for, it still proves your aptitude to learning.
 - Take along a copy of your up to date personal statement or CV.
 - Take along a copy of your application form if you have one.
 - Take along any references you may have from work experience or other jobs you have had, even part time work such as shop assistant or paper rounds, and even voluntary work.
 - A note book and pen for making notes and writing down any questions you may wish to ask.
 - Photos of any projects you may wish to share with the interviewer, i.e. Things you have made that are relevant to the job, or even take them in if you want to showcase your skills as long as they are not too big!
- Be ready for any questions you might be asked, such as:
 - Why do you want to be an engineer? (And in the field for which you are applying).
 - Why do you want to work for us?
 - What do you consider are your strengths? (These can be interpersonal skills such as honesty and teamwork as well as skills such as Metal work or IT).
 - What do you consider to be your weaknesses? (Be honest here but don't under-sell yourself).
 - What do you do in your spare time?
 - What salary are you seeking? (Be realistic; ensure you know the apprenticeship pay scales for your age group, although most of our company's do pay more than this).
 - Where do you see yourself in 4 and even 10 years' time?
- Prepare any questions you may wish to ask at interview, such as:
 - What area/s you will be working and training in once your training at MGTS has finished.
 - What are the expectations of you, or the opportunities you may have to go into the Company during your off site training period? i.e To visit the workplace during MGTS holidays or on Friday afternoons once the training centre has closed.
 - What further study and training opportunities there may be once your apprenticeship is completed; i.e. HNC.
 - What career paths and opportunities for progression within the Company there may be (again once your apprenticeship is completed).
- What do I wear?

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- At the least, wear a pair of trousers and shirt and tie, or skirt/trousers and a blouse for ladies.
- If you have one; a smart blazer or suit.
- Make sure your clothes are ironed!
- Wear shoes, and ensure they are polished (no trainers!).
- Make sure you are clean shaven (men), and your hair is clean and tidy (no hats).
- Remove any visual piercings and ensure any body art is covered by your shirt or blouse.
- Don't wear overpowering perfume or aftershave; a gentle spray is however pleasant.
- If you smoke, do not do so just before meeting your interviewer.

At the Interview

- Your conduct at the interview:
 - On arrival:
 - Try and arrive around 10-15 minutes early.
 - Be courteous and polite as soon as you get there, you never know who you might be watching you or who might be involved in the employment decision making process.
 - Be confident and speak clearly.
 - Smile!
 - During the interview:
 - Look the interviewers in the eye when speaking to them (and when they are speaking to you), and ensure your handshake is firm and confident.
 - Wait to be told where to sit (or ask if you are not told). Sit upright in the chair; don't slouch, even if the interviewer does.
 - Remember why you are there; the Company are looking for a new member of their team, one who can add value to the business. You are there equally to sell yourself to them so they will WANT to employ you, so be confident but don't come across as arrogant.
 - Have all your certificates to hand and take out your notebook and pen and ask the interviewer if you mind if you take notes (only take notes if you are told something important you might not remember later). You will also have your pre-prepared questions in this note book to refer to, but wait until the interviewer asks you if you have any questions you would like to ask before you ask them.
 - You may be nervous and tend to speak more quickly than normal; try and control this and slow your speech down a little, thinking about what you are going to say before you say it!
 - Don't fidget or doodle.
 - Listen carefully to what the interviewer is saying to you and be ready to answer any questions. If you are not sure what is being asked, don't be afraid to ask the interviewer to repeat their question to ensure you answer them correctly.
 - Be honest and sincere with your answers.

At the end of the interview, thank the interviewer for their time, and ask 'what happens next'?

Leave positively and state that you hope to see them again.