

## **TIPS SHEET TO ACCOMPANY:**

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### **Interview techniques**

- Ask family or friends to stage a mock interview to help you prepare.
- Dress appropriately.
- Arrive early.
- Hand over your business card.
- Shake hands firmly.
- Tailor your portfolio to meet the expectations and aspirations of the company.
- Have at least six questions ready to ask as if you have less you'll find they will all have been answered in the course of the interview.
- Take a pad and pen and take it out at the beginning of the interview. This shows you are organized, committed and serious about the position and helps capture the feedback you will be receiving during the interview.
- Talk about your work before you show it in your portfolio, but don't talk too much. You should try to engage the interviewer/s with you.
- Bring sketches, samples and mock-ups. Companies are as interested in how you got to the final solution as the solution itself.
- Have a copy of your CV at the back of your portfolio and offer it even if you have already sent them a copy previously.
- Don't talk about holidays or how much you'll be earning unless the interviewer/s raise the subject.
- Tell the interviewer/s you really want the job as, believe it or not, lots of people forget to say this.
- Ask for the interviewer/s business card/s.
- When you get back home, send an email thanking the company for the interview.
- Look over your notes and if you don't get the job, at least you'll have a good idea of where you can improve next time.