

# The Hazeley Academy

## Guide to Work Experience Interviews

**Interviews are opportunities to show your skills to the recruiter. Preparation is key.**

Before the interview, research the company.

- What does the website or social media say about the business's activity, values and history?
- Who are the senior people?



# Common Interview Questions

- Tell me about yourself – what are you are interested in or activities you take part in out of school.
- What are your greatest strengths and weaknesses? – Are you organised, punctual, friendly, keen to help?
- Why are you interested in working for us? – Reputation, know someone who works there, interested in area.
- It can help to practise with a friend.



## Prepare Your Own Questions

Interviewers will always ask if you have any questions. You want to show that you've thought seriously about the role.

- Think of things you want to know about the company
- Main responsibilities



## Plan your Journey

- Look up the route and allow extra time in case of delays.
- Aim to arrive 15 minutes early.
- Bring any documents you may need, such as proof of identity.



## First Impressions Count

- Be friendly and polite to everyone you meet, from the moment you arrive.
- Dress smart, school uniform if you are coming from school. No Jeans if you are attending out of school hours.



## Body Language

Be aware of your appearance.

- Sit and stand up straight
- Maintain regular eye contact
- Smile
- Don't fidget
- Don't cross your arms — it creates a barrier



## Take Your Time

- It's tempting to speak quickly when you are nervous. Slow down. You can take a minute or two to think before you respond to questions, you don't have to rush.



## Thank You

- Don't forget to thank the interviewer for taking the time to see you.



## Review

- Take a few minutes afterwards to think about what happened.
  - Did anything surprise you?
  - What went well, or not so well?
  - Every interview is an opportunity to learn.

