

new people (sometimes as many as three or four). First impressions do count, when you meet your interviewer look them in the eyes and smile. Offer them your hand and shake theirs in a firm and professional way, offer a greeting, it could be “hello” or “pleased to meet you”. Your interviewer will then either take you into the interview room (or you may already be in there as you have been called in) or offer you a seat. Please do not just sit down when you enter the room, wait to be offered a seat – it’s good manners.

The interview will start informally, you might be asked how your journey was and then offered a drink. Depending on the type of person you are and how well you cope with nerves (and remember we all have them, from the person applying for a job in a shop to the Executive applying for a new £250K per year position) it’s up to you whether you decide to accept a drink. You won’t be thought of any less should you decide not to accept a drink.

After your interview

Most people improve at interview with practice. Make sure you learn from each interview in order to improve and prepare for the next one:

- Write down the questions you found difficult - consider how you might answer these again now that you have had more time to think about them.
- Reflect on what you could have done better, e.g. more preparation on the company, anticipated obvious questions or prepared better questions to ask.
- Consider how you came across - were you confident, did you present well?
- Ask for feedback once you are aware of the result of the interview
- Keep a record of your interview experiences.

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Interviews

Part 3

Dress Code

What Clothes Should You Wear For Your Job Interview?

It's always a tough call when trying to decide what to wear for a job interview. Traditionally men always wore their smartest suit and tie and the same could be said for women – either a nice skirt and blouse or a suit. However things have changed a lot since the old days, for example if you are going to work for an IT firm or Graphic Designers then the dress code may be smart but casual - by the same token if you are going to work for a firm of Solicitors, Accountants or Insurance Brokers then the chances are the dress code is going to be formal, so it can be a hard call to decide what to wear for your interview.

If you are applying for an internal job then this won't apply to you as you will already know what standard of outfit is or isn't acceptable at your place of work. There are two fairly simple ways to ascertain what type of dress code your potential future employer demands and these are as follows:

- Drive up to the offices, shop or workplace at a time when the staff will be arriving or leaving – this will give you a good indication of what types of clothes the other employees are wearing.
- Pick up the phone and ring up the person identified in your invite to interview letter and ask them what is the typical dress code of the organisation.

As a suggestion it's always a good idea to dress in a way that makes a good impression. If the companies dress code is casual then you need to be dressed casually but a little smarter, for example if employees wear trousers and open neck shirts then it would be a good idea for you to wear trousers, a tie and a smart jacket. If the

dress code is a suit and tie then you need to wear your best suit and tie. Another good point is when you are invited into the interview, don't ever remove your jacket without being asked. Try not to wear outrageous ties especially ones with cartoon characters – neutral colours would be more appropriate. One final tip, avoid wearing overpowering perfume and aftershave as it can be very off putting for those undertaking the interview.

Arrival At Your Job Interview:

You should aim to arrive at your interview in good time as this will give you time to compose yourself. Before your interview you might want to use the cloakroom to make a final check on your appearance. You might want to comb your hair, use the lavatory or apply some lipstick. Checking your appearance will give you reassurance that your hair looks tidy and your shirt or blouse is tucked in and that you won't be distracted during the interview wondering if your appearance is ok. If you have a bag or a briefcase consider taking a spare tie or a pair of tights; accidents do happen on the way to interviews - you could spill something down you or make a hole in your tights and then spend the entire interview worrying about it. When going for an interview don't go to the supermarket before hand. Arriving with an arm full or carrier bags does not look professional and first impressions do count.

Starting the Interview

This can be the most stressful time of the interview – you are likely to be going into unfamiliar surroundings and meeting