



Interview Tips / Techniques

Before your interview –

Make sure you know where your interview is, ask us if you're unsure

Make sure you take the contact details of the interviewer with you, including their telephone number, email and the address of the company, so you can get in touch if you are unexpectedly held up.

Practice speaking in groups, no matter how cringey it sounds, have formal discussions with family and friends to prepare you

Research your employer, the employer will be more interested to know why you want to join the specifically rather than previous work

Plan what you wear to the interview, you don't have to wear a suit but looking smart is key, right down the shoes you wear

Have questions ready: ask about the company and what is a normal working day

If you're nervous think about something positive before the interview

Always draw from experience, when asked about your strengths give examples of when you used them, this could be from school, college, clubs etc.

At the Interview –

- Arrive 5 minutes early
- Turn your mobile off.
- Wear Smart clothes.
- Neat hair and nails/ overall appearance, please tie up long hair.
- Introduce self being friendly
- Prepare any questions you would like to ask, such as what is the normal working day like, what activities will I be doing etc.
- Remember to take a pause before answering questions, think about your answers
- Have a copy of your CV printed.
- Take some form of ID Driving License / Passport / Student ID or similar
- Have a note pad and pen with you.
- Promote yourself etc.
- Be positive.
- Always draw from experience, when asked about your strengths give examples of when you used them

Registered Address – 12 Johnson Street, Woodcross Coseley, WV14 9RL –

Company Registration No. 7349835

You may be asked to attend a trial day or period, this will involve you work shadowing the other staff, working with the children and generally helping out at the Nursery.

On Your Trial Day/Period:

- Please wear smart casual clothing, no jeans, trainers or high heels. The company may well give you further advice on what to wear.
- Be on time.
- Be friendly and helpful
- Don't be afraid to ask questions.
- Don't be afraid of asking for help.
- Get Involved with the activities

We appreciate this may be your first day in the setting but try to relax and enjoy the experience, if you need any advice or have questions please get in touch with us.

Further reference sources ...

<http://www.allaboutschoollavers.co.uk/articles/article/31/preparing-for-an-apprenticeship-interview>

<https://www.prospects.ac.uk/careers-advice/interview-tips/how-to-prepare-for-an-interview>

If you have any queries please call or text us on 07717 767679, or email train@mbkb.co.uk

Best wishes

MBKB Training

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