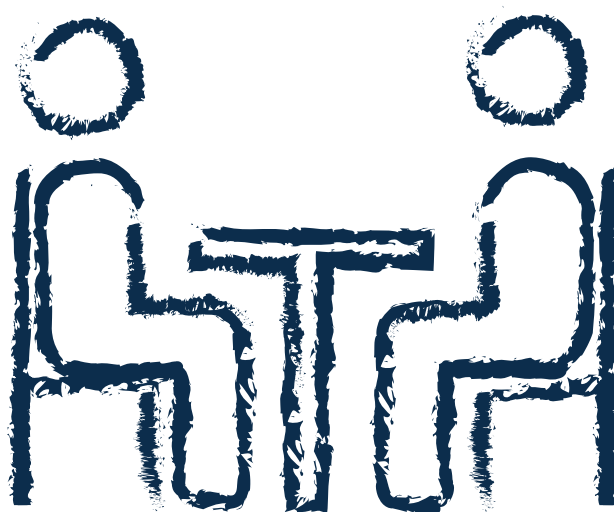


# INTERVIEW TIPS

**Working for Carers is a London-wide project supporting unpaid carers to move closer to employment.**



## Who is this for?

Unpaid carers and former carers who are looking for work for the first time or have been out of work for a while.

## Preparing for an interview

Interviews can seem daunting but there are things you can do to help you prepare.

### Before the interview:

- Organise your clothes the night before.
- Plan your journey.
- Arrange cover for the person you care for.
- Think of examples of how you meet the essential criteria on the job description.
- Prepare questions to ask at the end.

### On the day:

- Take a copy of the job description and your CV or application form.
- Take a notepad and pen.
- Do some deep breathing exercises to help you to relax.

## If you cannot attend...

Ask to rearrange the interview if you are unable to make the date/time. Give plenty of notice. The interviewer may be more willing to rearrange if they know the reason.

If you have a caring emergency on the day, let the organisation know as soon as you can and explain why. Again, they may be able to rearrange the interview.

You can get help with preparing for an interview from employment support services such as **Working for Carers**.



“My advice for anyone who feels they can’t rebuild their confidence and get back into work is to contact Working for Carers.”

### Working for Carers Participant

## Working for Carers Series - Factsheet 4: Interview tips

Visit [carers.org/workingforcarers](http://carers.org/workingforcarers) to download more factsheets.

**Working for Carers** is a London-wide project that supports unpaid carers and former carers, aged 25 or over, to move closer to employment. To find out more visit [carers.org/workingforcarers](https://carers.org/workingforcarers) or contact your local carers centre.



## Interview tips

### Do:

- Arrive on time by planning your journey.
- Dress appropriately – if you are unsure, find out if there is a dress code.
- Turn off your phone.
- Listen to the question before answering.
- Take your time to answer the questions.
- Engage with the interviewer/s throughout the interview.
- Think about your **body language**: walk in confidently, sit up straight and maintain eye contact.

### Don't:

- Use slang or jargon.
- Complain about previous employers.
- Lie – you will soon get caught out.



## Further information

### National Careers Service:

<https://nationalcareersservice.direct.gov.uk>

### CV Library:

[www.cv-library.co.uk/career-advice](http://www.cv-library.co.uk/career-advice)

### Monster:

[www.monster.co.uk/career-advice](http://www.monster.co.uk/career-advice)

### Reed:

[www.reed.co.uk/career-advice](http://www.reed.co.uk/career-advice)



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