

# **A Step by Step Guide Preparing for Your Work Experience Interview**

## **Step 1. Understand the Role and Organisation**

- Visit the organisation's website, note their mission, values, and recent news.
- Find out what kind of work they do and think about how you might fit in.

**Example:** If it is a placement at a law firm, learn about the types of law they practice.

## **Step 2. Know Why You Applied**

- Think about your interest in the role and how it connects to your goals or subjects you enjoy.
- Be ready to explain why you want this placement and what you hope to learn.

**Try this:** Write down 3 sentences explaining why you are excited about the experience.

## **3. Prepare Your Answers**

Practice answering common questions:

- "Tell me about yourself."
- "Why do you want to do work experience here?"
- "What are your strengths?"
- "Can you describe a time you worked as part of a team?"
- "What do you want to get out of this placement?"
- Tip: Use the STAR method (Situation, Task, Action, Result) to explain your experiences clearly.

## **Step 4. Prepare Questions to Ask**

You might be asked: “Do you have any questions for us?”

Here are some good ones:

- “What will a typical day look like?”
- “Is there any reading I can do before starting?”
- “What skills do you think are most important for this role?”

## **Step 5. Practice Your Interview Skills**

- Do a mock interview with a teacher, friend, or family member.
- Practice speaking clearly, making eye contact, and listening carefully.

## **Step 6 Getting Ready – In-Person vs Virtual**

### **In-Person Interview Tips**

1. Plan Your Journey
  - Find out exactly where the interview is.
  - Plan to arrive 10-15 minutes early.
  - Check public transport schedules or arrange a lift.
2. Dress Appropriately
  - Choose neat, professional clothes (school uniform is often a safe choice).
  - Make sure clothes are clean and tidy.
3. Bring Essentials
  - Print a copy of your CV (if you have one).
  - Bring a notepad and pen.

- Know the name of the person you're meeting. Have the company telephone number ready in case you are delayed.
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## **Virtual Interview Tips**

### **1. Test Your Tech**

- Make sure your internet connection, camera, and microphone work.
- Download the necessary software (Zoom, Teams, Google Meet, etc.).

### **2. Choose a Quiet Space**

- Find a quiet, well-lit room where you won't be interrupted.
- Background should be tidy – avoid sitting with your bed or clutter behind you.

### **3. Dress Professionally**

- Wear the same kind of clothes you would for an in-person interview.
- It shows you're taking the opportunity seriously.

### **4. Be Ready Early**

- Log in 5–10 minutes before the scheduled time.

## **Step 7 During the Interview: Do's and Don'ts**

### **DO:**

- Greet the interviewer with a smile.
- Speak clearly and confidently.
- Listen carefully and don't interrupt.
- Be yourself – it's okay to be a little nervous.
- Ask questions at the end if invited.

**DON'T:**

- Chew gum or look at your phone.
- Speak too quickly or give one-word answers.
- Say “I don’t know” without trying.
- Be negative about school or past experiences.

**If You Get Stuck**

- Take a deep breath.
- Ask, “Can I take a moment to think about that?”
- Don’t panic – interviewers understand you’re a student and just want to see your attitude and enthusiasm.

**Step 8 After the Interview**

1. Say Thank You
  - Thank the interviewer for their time at the end.
  - For virtual interviews, you can follow up with a short email to say thanks.
2. Reflect on the Interview
  - Write down what went well and what you’d do differently next time.
  - This will help you improve for future interviews.
3. Be Proud
  - No matter how it went, showing up and trying your best is a big achievement.
  - Each interview makes you more confident and prepared for the next

**Final Thought:** Work experience interviews are not about being perfect—they’re about showing you are willing to learn, interested, and ready to give it a go. Preparation and a positive attitude go a long way.