

Skills for Work

How to Prepare for your Work Experience Interview

Employers often make decisions based on the first few minutes of an interview. Here are some tips to help you make a good impression:

Before the Interview

- Look clean, neat and tidy
- Arrive on time – 5-10 minutes earlier than your appointment time
- Be polite and interested – not bored and unenthusiastic!
- Know the name of the person you have come to see – take your Employer Agreement Form with you

During the Interview

- Give a firm handshake, not weak and limp
- Try to look and sound positive, interested and confident
- Make eye contact with the interviewer rather than looking out of the window
- If you don't understand a question don't be afraid to say so. Simply ask "Would you repeat that question please, I didn't hear it/understand it properly"
- Take it slowly – don't be afraid to think for a while before answering

At the End

- Ask the employer if they will sign the Employer Agreement Form (they may ask to take it and sign it later – that is fine)
- Thank the interviewer for his/her time
- Shake their hand just before you leave

What sort of questions might you expect?

These are only to give you an idea of what sort of questions you might be asked – think about how you might answer:

- Tell me about yourself and what you enjoy doing outside of school?
- What are your favourite subjects at school?
- Why did you choose this work placement?
- What ambitions do you have for the future?
- This placement might involve low level tasks – how would you feel about that?
- Tell me about any other job experience you have had.
- If I were to ask your best friend to tell me about you, what would they say?
- What computer experience have you got? What software are you familiar with?
- What are your strengths and weaknesses?
- Have you got any questions you would like to ask me?

Enfield Work Experience
113 Parsonage Lane,
London, EN2 0AB
Main office number 020 8379 5162



www.enfield.gov.uk