



IPS' 10 TIPS FOR BECOMING JOB READY

1. Maintain a Clean Online Presence

Don't upload anything that could be deemed as inappropriate or offensive to social media, as companies could check your profiles to get an impression of what you will be like before the interview stage.

2. Appropriate Email Address

Make sure your email address is professional and appropriate, so the employer's first impression of you is a positive one.

3. Plan, Practice & Prepare

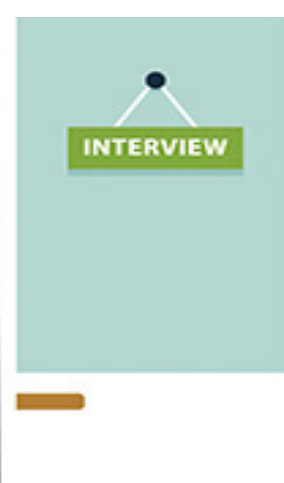
Make sure you plan what to wear and what to bring in advance. Be organised, prepare your responses and do practice trial runs of interviews at home.

4. Research the company and the role

Know the role you have applied for, research the company and the industry, make sure you can demonstrate skills and examples that will relate to this within your interview. Show your passion and how much you want to work for the company; be upbeat and enthusiastic in your responses.

5. Travel Planning

Make sure you plan your route to get to your interview in advance, know where you're going and give yourself plenty of time to arrive before your interview. Arrive roughly 15 minutes before the scheduled time, just in case there are forms you need to fill out beforehand.



IPS' 10 EASY TIPS FOR BECOMING JOB READY

6. Be Alert

Make sure you're alert in your interview; make eye contact with the employer and always remember to smile.

7. The way you articulate yourself

Fundamental success at an interview relies on being able to present yourself in a way that reflects your understanding of the role and your level of professionalism. Know what questions you'd like to ask about the job's duties, your expectations and something about the organisation.

8. Presenting yourself

Make sure you present yourself in a professional manner and wear smart attire. It's much easier to detect funny smells on other people's clothing than it is with your own wardrobe, make sure your interview suit/clothing is freshly laundered.

9. Polish up

Clean clothes are a must but you should also clean and polish your shoes. Pay attention to your other accessories, also make sure your bag is clean on its exterior and organised inside. You don't want to pull other items out of your bag when retrieving your CV.

10. Stay Calm

You've been short listed for the interview, so the company obviously believes you can do the job. Stay calm, take deep breaths and you will be fine.

GOOD LUCK!

Tel. 01634 298800

Email: theoffice@ips-international.com

Website: www.ips-apprenticeships.co.uk

