

Interview

Hints and Tips

What You Need

- Be dressed appropriately - always be smart and tidy (wear minimal makeup and jewellery).
- Know the correct date and time and who you are meeting.
- Have all documentation you have been asked to bring.
- Have planned your journey in advance (if you do run late, give a courtesy call to your recruitment officer).
- Conduct research on the nursery - mention any good news stories you know about them.

What all employers look for

- Enthusiasm, knowledge, professionalism, caring.
- Neat/tidy: Dress code appropriate for working with children.
- People skills: confidence, team player.
- Able to promote themselves: skills, experience, achievements, strengths and weaknesses.
- Background knowledge of the company/job.
- Potential - right for their company.
- Are you the right candidate for them?

What they don't want to see

- Dressed inappropriately to work with children.
- Uninterested: lacks enthusiasm.
- Being a 'know all' - the person interviewing you will have loads more experience than you!
- Being negative about your current employer or other employers/nurseries.
- Breaching confidentiality - discussing children/events from your previous roles.
- Being totally unprofessional.

Arriving at the interview

- Arriving early - 10 minutes is just about right.
- Relax and be yourself.
- Greet the person interviewing you with a smile and a hand-shake.
- Look enthusiastic, confident and interested.

The interview

- Sit up and do not slouch.
- Keep smiling and maintain eye contact with the person who is interviewing you - this shows you are confident.
- Answer their questions in a clear and concise manner; umms and arhhs are not good!
- Ask your questions at the end of the interview
- End the interview by asking when the decision will be made about your application.
- Thank them for their time and the opportunity for the interview, and shake their hand.

Interview tips

- Research the company: one nursery or in a group of how many. What is the Ofsted registration?
- Read the Ofsted report - available online.
- Be confident about yourself and your experience.
- Explain any gaps in your CV and be positive.
- Do all your skills and experiences, identify with the job specification/requirements?
- Think about what you want from the job and what your ambitions are in the next year or next 5 years.
- If you have circumstances to discuss, be open and honest.



Talk to us about training

Tel: 01543 711 150

Email: enquiries@bbtraining.com

Web: bbtraining.com