

SIX TOP TIPS

FOR YOUR TELEPHONE INTERVIEW

1. Get ready for the call

Make sure the interview is at a convenient time for you, put your phone on loud, have a pen and paper handy and clear the room of any distractions.

2. Be prepared

Jot down some key points for your interview. Think about why you have applied for the course? What relevant GCSEs are you doing at school? What subjects do you enjoy? Do you have any work experience you could talk about or any relevant hobbies?

3. Don't stress

The aim of the interview is not to catch you out, but for the tutor to check the course is right for you and supports your career plans.

4. Think of some questions

Prepare some questions to ask. This is your opportunity to find out more about the course. You could ask what previous students have gone on to achieve? What trips or activities will you be involved with? What work experience is available?

5. Smile

Smiling will change the tone of your voice so you will sound more enthusiastic. Some people find standing helpful as it gives your voice more energy.

6. Know your next steps

Before the interview finishes, make sure you are clear what happens next and write down any key dates or information.



FIND OUT MORE

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