

Advice and Tips for telephone interviews

Preparing before the day

- Read through all the information about the course
- Read through your application if you have a copy
- Make very brief notes of anything you might like to tell them (you can have notes next to you as they can't see you)
- Think about why you want to take this course
- Think about whether you have already done anything which relates to the course
- Think about what you would like to achieve from the course
- Do you know what you would like to do after the course (e.g. further course, job or apprenticeship)?
- Have you any achievements at School which you would like to mention (these can be recognized achievements with awards or small personal achievements)
- Have you any achievements outside of school (clubs, sports, looking after family)
- They may say "tell me about yourself" so think of an answer to this (e.g. I enjoy baking/drawing/dancing/cycling/reading in my spare time, my favourite subject at school is, the type of music I enjoy is, the best series I watched recently wasI enjoyed my Work Experience in Year 10 because I learnt about....)
- If you visited the college what did you like about it
- How will you get to the college
- Practice with a friend/relative
- Think of any questions you would like to ask them
- Keep in mind that this is a new system for the colleges so the person on the phone may be nervous too



Preparing yourself on the day

- Keep calm – they want you to come to their college
- If you will be using your mobile make sure you have a good signal, it is charged, topped up and switched on
- Find a quiet place so that you will be able to concentrate and not be interrupted
- If possible, sit at a table with your notes
- Have a drink of water next to you



During the interview

- Be polite
- Listen to the questions
- Smile (they can't see this but they will be able to tell)
- Be enthusiastic
- Speak clearly and not too fast
- Don't panic
- There is absolutely no problem if you don't understand a question, just ask them to explain further. They will respect you for admitting it and it shows confidence
- Ask any questions you would like answers to

