

These tips could mean the difference to getting the job or not...

Be Prepared; Make sure you know where you are going & allow plenty of time to get there. Make sure you have the client's telephone number with you, just in case you are held up.

Be Prepared #2: Know the job as discussed with your recruiter. If you start asking what the hours are, it won't go down well. Research local activities, about the child or client's disability if it's unfamiliar to you.

Be on Time; Not too early and not late. 10 minutes either side of your interview time is fine.

Personal presentation: Clean and tidy, smart casual; you should look as if you have made an effort, but not be overly formal. We advise you don't: Have long nails, wear lots of make-up, wear strong aftershave/perfume; (some people are allergic) or smoke before your interview. We advise you do: shower, wash your hair, use deodorant.

Turn Off Your Phone; before you go inside.

Offer to remove your shoes. If you are visiting a child or client with complex medical needs, it is always appropriate to remove your shoes and ask if you can wash your hands.

Interact with the child or client: As well as asking & answering appropriate questions, remember to interact directly with the child or client: that's what your potential employer will be looking for.

Prepare an Activity: Preparing an appropriate activity for the child or client demonstrates confidence and thoughtfulness. If you are thinking of doing this, please ask your recruiter beforehand, they'll have information of what may or may not be appropriate. You may prepare an activity and then decide it isn't appropriate to bring out, just play it by ear.

Confidentiality: Demonstrate you understand about client confidentiality by not mentioning any previous employers by name. (Please don't ever speak negatively about former employers!).

What You Can Bring to the Job: If you are asked why you are interested in the position, make sure you explain what you can bring to the position, not just what the job can do for you – for example please don't say it's of interest as it's 2 days a week which is convenient!

Identification: If you haven't attended an interview in our office, please take a photo ID with you.

Be Yourself! Interviews can be nerve-racking, but remember they're looking for reasons to employ you!

Two-Way Process: This is also your opportunity to see if this is the right job for you; it is not just to see if you are suitable for the job. Only ask questions though you *really* want an answer to – and at this stage, don't ask questions about wages, sick pay, maternity leave, holiday entitlement...

Enjoy your Interview! If you are relaxed and enjoy meeting the family / client, it will show.

**Any questions before your interview, just call us on 020 7729 2200 otherwise,
best of luck – we look forward to hearing all about it!**