



How to manage nerves during an interview

Prior to Interview:

- ❖ Ask the Interviewer to explain the Interview Process so you can be prepared
 - Will it involve behavioural style questions, case studies, written assessment or other practical assessment?
 - How long should you allow for the interview / assessments?
 - Who will you be meeting
 - Ask whether you need to bring anything to the interview
- ❖ Remember it is normal to be nervous
- ❖ Preparation helps – think about the types of questions that are likely to be asked and prepare examples to support your answers
- ❖ When nervous, we speak fast and get a dry mouth. So practice helps:
 - Practice answering questions in front of a mirror / friends / family at home
 - Take deep breaths to try to slow down
 - Take sips of water during the interview, it may give you extra time to think and encourage you to slow down your speech
- ❖ Prior to going into the interview, try to do some relaxation (for example: breathing exercises)

During the interview:

- ❖ Don't rush when answering a question
- ❖ Take a notepad and pen into the interview with you, so you can write down the question if needed
- ❖ If you are feeling especially nervous, you can ask the interviewer to repeat the question or you can repeat it back to the interviewer to make sure you understand what they are asking. This can also give you extra time to think.
- ❖ Silence is OK, especially when you need time to consider your answer