

**Easy read
guide about
going to a job
interview**



Going to a job interview



This guide will give you information about going to a job interview.

What will my interview be like?



There are different types of interviews you might have:



1. For a **telephone interview**, the employer will call you and you will have your interview over the phone.



2. For a **one-to-one interview**, you will go to be interviewed in person. You will only be interviewed by one person.



3. For a **panel interview**, you will go to be interviewed in person. You will be interviewed by three or four people.



4. For a **group interview**, you will go to be interviewed in person. You will be interviewed with a group of other people applying for the job.

What should I do before the interview?



1. Check when the interview is.

Make sure you know the time and date of the interview.



If you can't go to the interview, let the employer know. They might be able to give you another date.



2. Check where the interview will be.



You could take a friend with you, or you could go there before the interview to check where it is.



Give yourself plenty of time to get there.



3. Tell the employer that you might need adjustments for your interview.



This could be things like giving you more time, or having someone to support you to understand things.

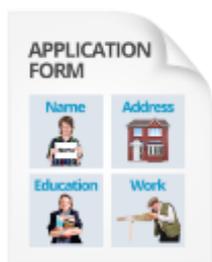


4. Think of any questions you want to ask the employer.

These could be questions about the job, about the company, or about the team.

There will be time for you to ask questions at the end of your interview.

What things do I need to bring to the interview?



It is good to bring your CV or your application form with you.

This will remind you what you have said about yourself.

What should I do during the interview?



1. Read through your application form and your CV while you wait.

Remember it is normal to feel nervous!



2. When you are called into the interview room, say hello to the interviewer and shake their hand.

3. Make eye contact with the interviewer in the interview.

4. Be friendly and professional. Show that you want the job!



5. Give yourself time to think about your answers.

What things might the interviewer ask me?



This will depend on the job you are applying for.

Most interviewers will ask about your experience and about why you want the job.

How should I dress for the interview?



You should wear clean, smart clothes for your interview.



First impressions are important. If an employer can see you have made an effort to dress smartly that will help.



Be careful not to wear too much perfume or aftershave!

Can I take a friend or family member with me?



Someone can come to the interview with you, but they probably will not be able to come into the interview room.

What happens after the interview?



The employer will let you know when you will find out if you have got the job.



They might call you to let you know, or they might send you a letter or email.

The employer will tell you whether they will call you or email you.

Information and support



To find out more about Mencap's employment services go on the website or phone them.

Website: www.mencap.org.uk/employment



Phone number: 0808 808 1111