

## Preparing for Your First Job Interview: A Guide for Young People

Getting ready for your first interview can feel nerve-wracking — but good preparation makes a huge difference. Employers don't expect you to have loads of experience. What they *do* want to see is enthusiasm, effort, and a willingness to learn. This guide helps you show exactly that

### Research the Company

Even for a first job, employers want to know that you're genuinely interested in *their* workplace.

#### What to look for

- What the company does
- What products or services they offer
- Their values or mission
- What makes them different from other companies

#### Why it matters

Research shows the employer that you care about the job and have taken the time to prepare. It also helps you understand whether the job is right for you

### Read the Job Description Carefully

The job description tells you exactly what the employer is looking for

#### What to do

- Highlight key tasks
- Pick out the skills they mention
- Think of examples from school, hobbies, volunteering, or part-time work that show you have those skills

#### Why it matters

Most interview questions come directly from the job description. If you understand it well, you'll be able to give stronger, more relevant answers

### Dress Appropriately

You don't need expensive clothes — just something clean, tidy, and suitable for a workplace

#### Tips

- Smart trousers, a shirt, blouse, or a simple dress
- Avoid hoodies, ripped jeans, or anything too casual
- Make sure your clothes are ironed and comfortable
- Avoid any obvious logo's, particularly those with images/words that could be offensive to others

#### Why it matters

First impressions count. Dressing appropriately shows respect and helps you feel more confident

### Bring the Right Documents

Some employers will ask you to bring things with you.

#### Common examples

- Photo ID (passport, provisional licence, college ID)
- Proof of address (letter from school/college, bank letter)
- Certificates (GCSE results, training certificates)

#### Why it matters

Being organised shows maturity and reliability — two qualities employers love in young people

### **Practise Your Answers**

The more you practise, the more confident you'll feel

#### **What to practise**

- Talking about yourself
- Why you want the job
- What skills you have
- Examples of teamwork, communication, or problem-solving

#### **Common questions like:**

- Tell me about yourself
- Why do you want to work here?
- What are your strengths?

#### **Why it matters**

Practising helps you avoid freezing up or rambling. It also helps you sound clear and confident

### **Plan the Practical Stuff**

Small details can make a big difference.

#### **Checklist**

- Do you know where the interview is?
- How long will it take to get there?
- Do you need bus money or a lift?
- Aim to arrive 10–15 minutes early
- Bring a notebook and pen

#### **Why it matters**

Being on time and prepared shows responsibility — something employers really value in first-time workers

### **Prepare Questions to Ask**

Asking questions shows confidence and interest.

#### **Good examples**

- What does a typical day look like?
- What training will I receive?
- What skills are most important for this job?

#### **Why it matters**

It shows you're thinking about your future and want to do well in the role

### **Get Into the Right Mindset**

Interviews aren't tests — they're conversations

#### **Tips**

- Remind yourself of your strengths
- Think about what you're proud of (school projects, sports, volunteering, hobbies)
- Take slow breaths before you go in
- Remember: employers don't expect perfection

#### **Why it matters**

A calm, positive mindset helps you communicate clearly and make a great impression.