

Interviewing for a job

An offer of a job interview is an opportunity to impress potential employers further following submitting your CV or completing the job application. In order to increase your chances of being offered the job, you should prepare for the interview as much as possible by doing the following:

- Research the company.
- Ensure that you fully understand the job you are applying for.
- Think in advance about how to describe your skills accurately and how they will be relevant for the job you are applying. Find the terms that a civilian would understand, do not use the military jargon which they might not know. You could highlight the valuable skills acquired in the military, such as leadership, the experience of working under pressure, discipline and loyalty.
- Ensure that your references are up to date by contacting the relevant people/organisations and providing their contact details such as email addresses and phone numbers.
- Prepare a folder with several copies of your CV and any recommendation letters if you have them.
- Find a mentor, if possible. It should be another person with military experience who has successfully transitioned into civilian employment. Practice interviewing with them.
- Use the resources available to you both before and after leaving the military. Contact the relevant organisations from the Help into Employment section ([link](#)). Check out [the Veterans Gateway article on interviewing skills](#).
- Think in advance how and when to get to the interview location. Plan to arrive earlier than your scheduled time by about 15 minutes. Ensure that your mobile phone is switched off before you go in to be interviewed.
- Take pride in your appearance, but do not wear the military uniform for the interview. Most interviews require smart casual clothing. Make sure you are not under-dressed; it is better to be over-dressed.
- Do not forget to greet the panel and introduce yourself at the start of the interview. Thank them for their time and say goodbye at the end of it.

- Try to be both confident and respectful. Listen to the questions carefully and consider your replies. Do not start negotiating the terms and conditions of the job at the first interview.
- Don't be discouraged if you are not successful, use the experience you have gained in future interviews.