

TIPS ON 'ACEING' THE INTERVIEW FOR FIRST-TIMERS

Competition for University placements is at an all time high however, University is not the only option after A-levels. Many young people will be itching to get a few job interviews under their belt to secure a job and start earning some real cash. With this in mind, Lloyds TSB has compiled an 'at a glance guide' to interview techniques for students who want to enter the world of work.

Sally Cox, recruitment manager for 'Head Start', Lloyds TSB's A-level recruitment programme, said: "University is not for everyone, but there's no need for students who feel they've had enough of education to despair. The good news is there are lots of job opportunities out there where students can gain hands-on business experience whilst earning a good wage.

"However, many students applying for jobs post A-level results may have had very little, or no, interview experience and hopefully our tips will help to give candidates the edge."

- **Research brings results.** Find out as much as possible about the interview and the company before the interview.
- **Preparation is key.** Anticipate questions you're likely to be asked and think about the main points you want to get across. Don't be afraid to ask for time to think about your answers during the interview.
- **The basics.** Make sure that your outfit is ready the night before, get a good night's sleep and set off in good time.
- **Watch the clock.** Arrive early and give yourself time to relax. If you arrive late, you'll be rushed and the interviewer may consider you unreliable.
- **Be well-groomed.** Hair should be neat and tidy, nails spotless and shoes and clothes clean.
- **Dress code.** Dress smartly and comfortably. Men should avoid short-sleeved shirts and gimmicky ties or socks. Women should avoid very short skirts, very high heels and heavy make-up.

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- **First impressions count.** Give the interviewer a firm handshake, smile and don't be afraid to look him or her in the eye.
- **Body language.** Avoid crossed arms or legs; don't slouch or lean back too far. Sit comfortably with both feet on the floor, lean slightly towards the interviewer.
- **Any questions?** Most interviewers will ask if you have any questions. This is your chance to check that this is a job and employer that suits you. Consider asking about training opportunities and the company culture. Avoid questions about pay and holidays until you've been offered the job!

‘Head Start’ is Lloyds TSB’s fast track recruitment programme for A-level leavers. The programme is designed for ambitious people who want to combine hands on business experience with professional qualifications. It also offers individuals the chance to build on their commercial understanding and business awareness via a series of placements. Each placement is a real job in the real business world, selected to give a varied experience in a range of environments such as operational, customer focused roles and people management.

Throughout the programme individuals will be supported by a line manager, buddy and mentor and benefit from the training and development resources provided by the University for Lloyds TSB. There are currently five ‘Head Start’ programmes within different parts of the Lloyds TSB Group. These are Corporate Banking, Retail Banking, Business Banking, Group IT and Group Operations.

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Notes to editors:

For more information or to apply visit www.lloydstsbheadstart.co.uk

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