

Tips for your Pre-Placement Interview

What to wear:

- Your full school uniform (not sport).
- Smart casual clothing – what you would wear when going out (button up, slacks)
- Remember good personal hygiene; shower, wash your hair, apply deodorant.
- Ensure that your clothes are clean and ironed.

If you don't think you have anything suitable to wear to your interview, ask your teacher for help.

At your interview:

- Greet your employer with a smile and a handshake.
- Introduce yourself.
- Show interest and enthusiasm.
- Use your manners e.g. excuse me, thank you, please.
- Use positive body language e.g. sit up straight, make eye contact, head up, shoulders back, calm composure.
- Ask questions e.g. confirm start/finish times, break times.
- Get your paperwork signed – most important!
- Where to be on your first day e.g. construction site.
- Check if you require any specific clothing or PPE.

After your interview:

- Make sure all of your paperwork has been signed by all the necessary parties and is 100% complete before you hand it back to your teacher.
- Make sure you have your transport to and from your work placement organised.
- Make sure you have your suitable work placement attire organised.

If you have any further questions or concerns, make sure you talk to your teacher. They are there to help!

More tips for your Pre-Placement Interview

Phone Call Transcript:

When the host employer answers the phone:

"Good (morning/afternoon/evening), my name is (name) from (school name). I was just wondering if (supervisor) is available?"

Once you are transferred to the appropriate supervisor/manager:

"Hi (supervisor), my name is (name) and I am from (school name). I have a (course name) work placement scheduled with you on the (date and month) and was just calling to ask when would be a suitable time for me to come in for my pre-placement interview and to get my paperwork signed?"

Tips when making the call:

- Introduce yourself - say your name and your school's name.
- Ask to speak with the supervisor/manager/host contact that is listed on your paperwork.
- Repeat your name and school to the supervisor and tell them you have a work placement starting with them on the **date/month**.
- Ask them if you can arrange a time to come in and have your paperwork signed and to discuss any necessary arrangements.
- Put the date of your interview in your calendar/dairy.
- Thank the host employer for their time and for allowing you the opportunity to work with them.

Remember:

- Your attitude means more than your experience.
- Employers are looking for enthusiasm and willingness to learn
- Be your 'best' self
- Phone your employer at least one week prior to your placement to arrange a pre-placement interview and paperwork signing.