

**Complete the gaps with ‘a’, ‘an’, ‘the’ or ‘ø’ for zero article.**

**SURVIVING THAT INTERVIEW: top tips from recruitment Consultant Sara Patel**

To beat those nerves and give \_\_\_\_ star performance, \_\_\_\_ interview skills are \_\_\_\_ must. Read on and give yourself \_\_\_\_ fighting chance of getting that job...

**Before \_\_\_\_ interview:** \_\_\_\_ friend of mine gets offered every job she goes for. Why? Because she always knows more about \_\_\_\_ company than \_\_\_\_ interview panel! Most will have \_\_\_\_ website where you'll find \_\_\_\_ wealth of information; use this to decide if and why you want to work for them.

At one interview I was asked about my experience of working with \_\_\_\_ young people. My reply, "What experience?", was met with \_\_\_\_ embarrassed silence. I'd forgotten about \_\_\_\_ youth work I'd done back in \_\_\_\_ '80s which was on my application form. So be prepared! If you have to rack your brains when asked about something you yourself wrote, it will look really suspicious.

Looking at \_\_\_\_ job description also helps you to anticipate \_\_\_\_ questions you may be asked. Employers say \_\_\_\_ top reason why \_\_\_\_ people fail \_\_\_\_ interviews is that they simply don't prepare well enough. What tends to happen then is total silence, or \_\_\_\_ ridiculous response.

**At \_\_\_\_ interview:** \_\_\_\_ golden rule is "Be on \_\_\_\_ time!", even if it means getting up at dawn and walking \_\_\_\_ streets for \_\_\_\_ while. And prepare your interview clothes. You're not going to get that plum job dressed in your \_\_\_\_ jeans and \_\_\_\_ trainers, even if they are your best. But be careful – \_\_\_\_ colleague bought \_\_\_\_ beautiful suit for \_\_\_\_ interview. Sadly, it was that special itchy wool. He spent \_\_\_\_ whole interview trying not to scratch until he couldn't stand it anymore and had to get up and rush out. Needless to say he didn't get \_\_\_\_ job.

It's important not to panic at \_\_\_\_ interviews. If you don't understand \_\_\_\_ question, be honest and ask for it to be repeated or explained, rather than giving a rubbish answer. Do \_\_\_\_ same to buy yourself some thinking time if your mind goes blank. Then take some nice slow deep breaths.

Be positive! If you're asked why you left your last job, don't say, "Because I hated my boss," even if it's true!