

PREPARING FOR AN INTERVIEW: TIPS AND TECHNIQUES

It is usual to be a little (or even very!) nervous for a job interview. This resource has been developed to help people living with or without PH, to prepare for an interview with some simple tips and techniques.

- » **Dress to impress.** If the company has a formal dress code, make sure that you dress accordingly. Even if the company promotes casual attire, it is advisable to make a little more effort in your appearance than you would for a social event
- » **Consider your body language.** Practice mirroring the body language of people you are having a conversation with, as this is one technique to help you build a connection with others quickly. Crossed arms or nervous fidgeting can put off a potential employer, while more 'open' body language is likely to make you look more comfortable and confident
- » **Listen and ask questions** – not only will this help you understand if this is really a job and a place you'd like to work, but it will help you to tailor your answers to show how you meet the employer's needs
- » **Provide tangible examples of your skills** – using the 'STAR' model to help you prepare in advance of the interview. Write down examples where you have demonstrated a key skill (such as effective time management), working your way through the 'Situation', 'Task', 'Action' and 'Result' – STAR – to help you structure your answer into a short point that you can bring up in your interview
- » **Use appropriate language.** Even if the person interviewing you is a similar age to you or very friendly and reassuring, try to avoid being over familiar in your language. Instead speak to them as you would a respectable, authoritative figure
- » **Ask for feedback.** Interviews are a great way to learn about what potential employers are looking for and to hone your skills for future opportunities

- » **Remember to enjoy yourself and smile!** This is your moment to show how much you've accomplished and learn about a potential job that you may wish to pursue

SOME ADDITIONAL PRACTICAL CONSIDERATIONS FOR PEOPLE LIVING WITH PH

- » **Practise breathing exercises.** Feeling nervous often constricts one's chest and therefore can make it even harder to breathe when you have PH. Practising some breathing exercises before an interview can be helpful to relax you and make you feel more in control
- » **Give yourself plenty of time to get to your interview.** Nobody wants to have to rush before an interview and this can be even truer for people living with PH, as it may make breathing more difficult
- » **Plan your interview outfits carefully for hot summer months.** People with PH are at greater risk of heat stroke, dehydration and exhaustion, so consider wearing loose-fitting clothes in natural, 'breathable' fabrics and light colors to help manage your temperature, that are also 'interview appropriate'
- » **Speak to your recruiter if you need to take supplementary oxygen to an interview.** You can decide together how best to inform a potential employer and what information you wish to provide about your condition in advance of the interview