

## HOW TO REARRANGE A JOB INTERVIEW



### WHY WOULD YOU NEED THIS SKILL?

Lucky you! You have just landed an interview for an exciting job – but you can't go! Rearrange it while sounding so professional that they're even more impressed about you.

### WHAT?

Making a great first impression is crucial when applying for a job. But rearranging the interview can be dicey and you want to handle it just right. Here's how to propose another date – in a way that makes a great first impression.

### IT'S OKAY TO...

- > not know what you want to do
- > get knocked into the pit
- > move faster or go slower
- > fail (as long as you tried)

### WHAT YOU NEED

- > A piece of paper and a pen
- > A phone!

### WHAT TO DO

- 01 Write down what you are going to say.
- 02 You can even write, 'Hello, my name is X.' That's seriously fine – it helps you to get started and that's half the battle.
- 03 Write down any details you'll need to refer to, such as the title of the job you applied for or the date they proposed you come for interview.
- 04 Smile before you pick up the phone – strangely enough, people can hear a smile.
- 05 Take a deep breath, dial and have your piece of paper handy.

#### Rearranging a job interview

- > Hello, my name is [YOUR FIRST and LAST NAME].
- > I am delighted to have had an email from you asking me for an interview on 10 June.
- > I would love to speak to you about the [JOB TITLE] role but I am terribly sorry – I have a prior commitment on that date. To change it would let several people down.
- > I am absolutely keen on this role – I would like to work with you to arrange a date. Is it possible to come on [ALTERNATIVE DATES]?
- > Thank you for your time, I sincerely appreciate your flexibility. I look forward to seeing you on [DATE] at [TIME].



## GOT IT?

➤ You've got it if you get a date and a time – sorted.



## TRY THIS

If you feel like you've nailed it but you want to level up, try this:

- Confirm the appointment in a short, clear email. 'I look forward to meeting you at [X:XX] on [DATE]. I would like to discuss in particular my skills at [e.g. customer service] and how they might be valuable to you in the role of [JOB TITLE].'
- Ask them a question about the role that shows you are keen.
- Ask a short question that displays you have been researching the company. (Is this role related to the role for [JOB TITLE advertised recently] OR to [PROJECT discussed in press]?)

## SO WHAT?

- You haven't even walked in the door and you are giving a fantastic first impression. You're keen, you're polite, you are organised and you fulfil your commitments (you're reliable).

## WHAT ACTION WILL YOU TAKE?

- Write a basic script
- Practise on a friend / family member who can be trusted not to make you laugh



## IF YOU LIKED THIS ONE YOU MIGHT WANT TO TRY...

- How to Introduce Yourself to Someone you Don't Know
- How to Write a Formal Email
- How to Ask for a Raise
- How to Ask for a Reference
- How to Ask Great Questions of an Expert