**Kathleen Boal - Operations Manager - Brodie Castle.**

Dress professionally, you don't have to be in a suit, but you need to be neat and presentable. Turn up on time. If you are late, it leaves an incredibly bad impression and think about if there is any questions that you need to ask before you take on the job - so that's about knowing a little bit about the organisation that you want to work for; knowing if you have any questions about hours or if you have any questions about what type of work it would be; what a day would look like in the job - these types of questions can be really useful. It also shows the employer that you have actually done some research, that you thought about it and that you want the job. The worst thing for an employer is to be sitting in an interview, interviewing somebody who clearly doesn't care if they get the job or not.  You have to be invested in the process, that's the same for an operations manager role, catering assistant’s role, right across the board.