



QUICK GUIDE TO PREPARING FOR AN INTERVIEW

DO THE PREPARATION

Research the skills and attributes the employer is looking for from the job description and identify skills and experience you have which is relevant to the role.

Research the company using their website and social media. Plan the route and possibly practice the journey prior to your interview so you have enough time to get there.

Know the name, job title and phone number of the person who is going to interview you. If you are going to be late always ring and let the employer know.

Dress appropriately – suit/smart business attire, formal shoes and NO trainers.

ON THE DAY

Arrive on time and switch off your phone. Smile and shake the interviewers hand.

Be clear about your achievements, be positive about your weaknesses and say how they can potentially be strength. Highlight your enthusiasm for the role and why you are the best person for the job.

Show that you are interested and engaged, stay clam and maintain eye contact.

Give yourself time before answering questions and do not be afraid to ask the interviewer to repeat anything you don't understand.

Prepare some questions to ask, either about the organization or role at the end of the interview.

TYPES OF QUESTIONS YOU MAY BE ASKED

Competency Questions – Use examples of your past experience which best showcases the skills in the person specification e.g. Teamwork – 'Describe a situation in which you were an effective member of a team' 'What did you do positively to be effective? Use the STAR technique to answer these types of questions.

Motivation Questions – e.g. 'Which tasks do you get the most satisfaction from?' 'What interests you about working for this organization?' 'What do you think you would find most challenging in the role?'

'Difficult' Questions – e.g. 'What is your biggest weakness?' or 'If you could be an animal what would you be?'

Chronological – Questions that link directly to your CV or application form. Likely you will need to expand of these.

Technical – These may require a level of specialist knowledge. Questions may focus on a hypothetical technical situation and ask you what you would do. Use positive/strong language in your responses.

STAR TECHNIQUE

This is an interview technique used to answer competency questions.

SITUATION – Present a recent challenge or situation.

TASK – What did you achieve?

ACTION – What did you do, why did you do it that way and what were the alternatives?

RESULT – What was the outcome of your actions, what did you achieve and did you meet your objectives.