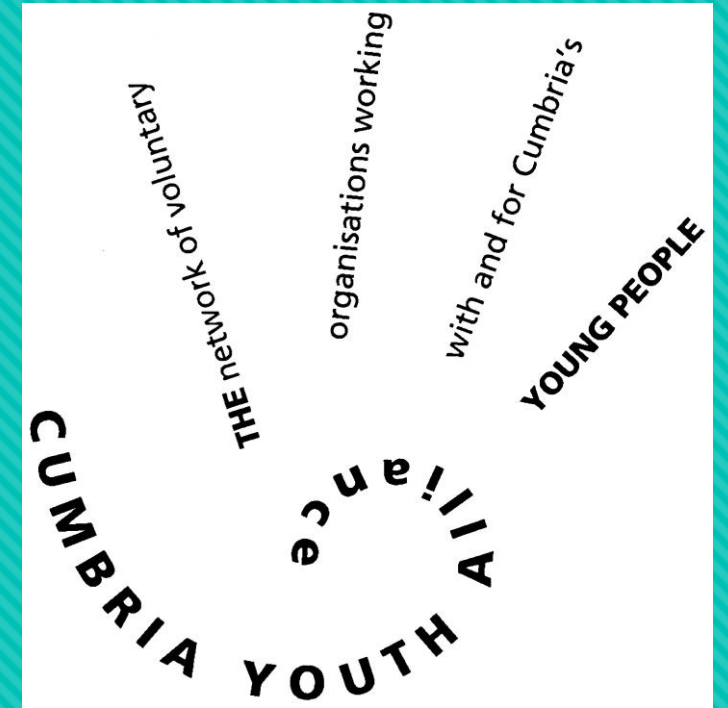


# Interview Techniques



Cat Hawkes



# You got the interview – Fantastic!

The company was that impressed with your application that they now want to meet you.

So what do you need to know and do to prepared yourself?

# Preparation

Preparation is key, right! So what do you need to know?

## 1. Where is the interview?

Plan your journey first.

- Which bus do you need to take?
- Which stop do you get off at?
- Is someone giving you a lift?
- Do you know where to park?
- How long does it take to get there?
- Where do you enter the building?

**It is worth doing a practice run before the interview, so you are confident on the day. Allow time for unforeseen circumstances, buses running late, roadworks etc.**

Or is your Interview online?

- Do you know how to access the website?
- If it is on Zoom for example, download the app and practice using it with a friend first. This will make you feel more confident for the interview.

# What to wear?

- If you are applying for a conservative company dress accordingly. Men should opt for a dark suit, plain shirt, tie and good shoes. Women can go for a business-like skirt or trouser suit. A calm hairstyle and discreet jewellery and make-up.

However, if the company is a little more relaxed you can add varying degrees of colour. Still look smart and organised, because no matter how laid back the company may appear, you still must make a good first impression as someone who will give 100% for the sake of the company.

Don't wear jeans, wrinkled/dirty clothes, anything that is in style (e.g. hair bandana or giant hoop earrings) and take out any pierced jewellery that may be seen as controversial.

# Research the company

Do you know everything that the company offers? Why not google them and see what their website says.

- This can show you information that you can take to the interview
- It may give you questions about the company that you can ask them
- This shows the company that you have an interest in being apart of the company and have a basic awareness of there business.

# Remember what you wrote in your application

They may ask questions on experience or activities that you have mentioned on your application or CV so:

- Before the Interview it is a good idea to read through your application again and remind yourself what you wrote.
- Also read through the job description and person specification again.
- Make bullet points of your key strengths and activities that you want to include further information on at your interview.
- Take a copy of you CV to the interview, you can have it next to you during the interview and leave it for their review when you leave.

# Arriving for the interview

- Take the phone number of the company with you in case you have any unavoidable delays, for example: road works, delays due to a traffic accident etc.
- Arrive 5-10 minutes early, this allows you time to visit the bathroom if required.
- Confidently walk up to the reception and let them know that you are there for an interview.
- They will show you where to wait.
- **Turn off your phone!** You don't want that interrupting your interview.



# During the Interview

- Greet the interviewers with a smile (due to Covid-19, do not shake their hand).
- If they offer you a drink of water, then politely accept even if you are not thirsty. You may need it when answering your questions.
- Give eye contact with the person talking to you, if there is more than one interviewing, then involve them while answering by giving them eye contact also. But do not stare!
- Sit comfortably on your seat but don't slouch.



# Questions you are likely to be asked

Although we can't predict exactly what they will ask, here are some likely questions to consider:

- Why you're interested in the position?
- What relevant experience or interest do you have in the role?
- What types of skills can you bring to the role?
- Values that you think relate to the job?
- Any recent learning you've participated in?
- What do you know about the company?

# Answering Interview Questions

An interviewer or interview panel are looking to find someone who can cover all the essential and most if of the desirable qualities that they listed on the Person specification with the job description.

This means that you need to cover these qualities/skills when answering the questions and providing them with examples of when you have done or shown these.

**For example:** If they ask you about a time you have worked as part of a team?

- You could answer with an example of a sport that you play, and how each person has a separate role to do that makes up a whole team approach to achieve a result.
- Or a time you worked in a team doing a school project.
- Or some experience from a paid job/voluntary position where you had a deadline to meet and everyone had to contribute their own part in the task.

# After the interview

The interviewer will ask if you have any questions.

You need to have prepared a couple of questions before you go into the interview to ask. These could include:

- What training will I receive from your company?
- When will I start in the role?
- Any questions about the company and how they operate?
- Will I be provided with Personal Protective Equipment (PPE) and tools (if required)?

You can leave a copy of your CV with them to review and ask if they would like to see your qualifications before leaving.

Thank them for the opportunity of interview and ask when you will be notified of their decision?

# What to do if you're unsuccessful in the interview?

So you did everything right but unfortunately you didn't get the job this time.

## **Don't Worry!**

- Ask them to give you feedback from your interview. See if there were any areas that you can improve upon for next time.
- This interview was a valuable life experience. We don't always get what we want, even when we try our best but that doesn't mean that we can't go on to be fantastic in something else.
- Employers only get a short interview time to choose someone **so don't take it personally**.
- You know what your strengths are, and you can find a job that you will enjoy equally if not more.

# Need more information.....

If you like more information on Interview techniques or would like to ask for a mock interview to practice ahead of an interview, then please contact

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