

Interview preparation

So I found out I have an interview, what do I do? Panic, scream, not go???

This handout will look at how to prepare and conduct yourself in an interview.

1. You find out you have an interview in 2 weeks' time, what's the first thing you need to do?

Do your homework about the company!

Often in interviews the employer likes to know that you have taken the time to find out more about the company you want to work at. This includes facts and figures, for example:

- ❖ When was the company established
- ❖ What are the company values, does it have a mission statement
- ❖ Who runs the company, who are the managers and leadership team
- ❖ How successful are they? Are there any good news stories to show their success
- ❖ What does the company do??? Are they manufacturers, do they support people. Background information is really essential to know.
- ❖ Ask yourself this, would I fit into a company like this?

2. I have found out a bit about the company and what my role might be is there anything else I need to plan?

Planning your outfit, how to get there and finding out any documents you may need to take along.

Your outfit should be smart and show the interviewer that you want this job and are taking this interview process very seriously. See the links below for suitable interview clothing.

When planning the journey to the workplace, factor in timings of transport, how long it takes you to get ready and how long it takes you to walk to the bus/train station. You will need to factor in all of these timings and it's essential that you don't turn up late for an interview because you a) got up late, b) missed the bus c) wasn't organised for the big day. **Planning is essential and also helps you to be calmer on the day.**

3. I know where I'm going, I have put my clothes out ready, is there anything I need to take with me?

Employers may need official documents for proof of identity like birth certificates, driving licences or passports. If you are unsuccessful for the interview the employer must shred your data according to GDPR rules.

4. How early should I be for my interview

It's important to arrive earlier than your interview as it gives you time to spend in the business, getting a feel for the company and to calm your nerves. Allow yourself to be 10-15 minutes early when planning your journey. Any longer than 15 minutes can increase your nerves but also allows you to relax or make mistakes. Remember, as soon as you walk in through the door your interview has begun. All members of staff will be evaluating you so remain professional.

5. How can I prepare for the interview, for questions I may be asked?

There are many resources on the interview to help you prepare for an interview. See the links on the page attached for handy tips and interview preparation.

Interviewers like to find out about you, they may see something on your application about your interests and ask about this in more detail. They may also ask you about something personal to put you at ease. Remain

professional when answering personal questions and you are still in an interview even if it feels relaxed and informal.

An interviewer could ask you what you know about their company, this is a great question if you have done your research beforehand.

It's important to talk about your strengths in your interview and show that you are keen and able to do the job you've applied for. If you get asked a difficult question, ask them to repeat it and this will allow you more time to think about the answer.

6. Why should you ask questions after your interview, is it important?

Yes, even if you have answered all of the questions it's important to have a reserve question for them. Try to think about career progression or training opportunities within the company, this shows that you are keen to get the job and develop yourself whilst there. This gives the interviewer a feeling that you want to be part of their company and want to stay for a long time. Enthusiasm and commitment are reasons to ask a question at the end.

NEVER ask about money, holiday or leisure activities, they are interested in a reliable, keen candidate and not somebody who just wants a job with benefits.

Interviews are very nerve-wracking experiences and interviewers know this too, so will allow for nerves in an interview. Practice calm breathing techniques, always plan and prepare for an interview and show confidence in your abilities.

If you've got this far then you must be a strong candidate.

You will usually hear whether you have been successful or unsuccessful within a week. Make sure you are available by telephone or email to find out your results.

Interview clothing:

www.youthemployment.org.uk/5-way-to-prepare-for-an-interview

https://www.hereward.ac.uk/files/cms/168_Personal%20presentation.pdf

Interview preparation links:

<https://www.bbc.co.uk/bitesize/articles/zfjf92p>

<https://www.youtube.com/watch?v=q7hRnjNbvAc>

<https://www.pacer.org/transition/video/player.asp?video=267>

www.indeed.com/career-advice/interviewing/top-interview-questions-and-answers

www.fish4.co.uk/career-advice/interview-questions-answers-expert-advice/