

Interviews



If you've been invited to an interview it means you have made a good application so well done!
Now you have to show them you're the best person for the job.

First you should find out what kind of interview it is

- A telephone or online call.
- A face-to-face discussion, which might be one-to-one or with a group of interviewers.
- Selection tests and / or group activities.
- A mixture of these.

Whatever kind of interview it is, the secret is to prepare

- Find out about the job and organisation from their website and social media.
- Go over your application.
- Prepare some answers to questions.
- Choose some questions that you would like to ask.
- Work out how to get there and how long it takes. Allow time for delays.
- Choose clothes that are clean and reasonably smart.

At the interview

- If you don't need your phone for the interview, turn it off.
- If it's a telephone or online interview, find somewhere quiet to take the call.
- Be polite, friendly and remember to smile and look at the interviewer.
- Listen to questions carefully.
- Answer questions fully and avoid replying with just 'yes' or 'no'.
- If your mind goes blank, ask if you can take a minute to think before you answer.

Common mistakes

- Not looking at the interviewer (or camera if it's online).
- Not knowing anything about the job or the company.
- Forgetting to smile.
- Unsuitable clothing.



Some examples of questions



- Tell me about yourself.
- What are your strengths and weaknesses?
- Tell us about something you've done that you're proud of.
- What do you enjoy doing in your spare time?
- Why do you want this job / course?
- What have you studied on your course and why did you choose it?
- Why did you choose this course / subject?

Your experience and skills



- Have you done this kind of work before?
- What do you do if you have to juggle several duties?
- Tell us about a problem you've had and how you solved it.
- Which software packages can you use?
- How do you cope with stress?
- Give an example of when you've shown initiative (done something without waiting to be told).

Motivation and goals



- Tell us what you know about this organisation.
- What's the name of the head of this company? What do you hope to be doing in five / ten years' time?
- If you could do any job you wanted, what would it be?

After the interview



- If you are offered the post and you want it, accept as soon as possible. If you're not successful, politely ask them for feedback to help you next time.
- If you are offered the job but no longer want it, get in touch and tell them. Do not rush this decision but don't take too long about it.
- Whatever happens, be polite and friendly, even if you're disappointed. You never know when you might come across them again!

