

**Guide to approaching an interview.**

Having worked hard on your research, writing your CV and taken many online tests, the interview is the moment where you can convert this hard work into an agreeable job offer. The key points are:

Practice to ensure that you:

1. Understand what the company is looking for (no assumptions)
2. Match your talent to their need
3. Set out your achievements as evidence to back up your match and be very clear in the way you talk about them
4. Listen very carefully to each question and answer clearly
5. Set out your questions of the interviewer
6. Are sure of what the job offer means in expectations of you
7. Always stay calm, polite and focussed
8. Remember the interview is about meeting their and your needs

Let us look in more detail at the process you could be facing:

Types of Interview:

Location	Style	Interviewer
Employer Offices	One to One	Professional HR
Remote (Zoom, Teams, Google)	Small team/Panel	Professional HR and Manager?
Local hotel/cafe	Assessment Centre	Line manager
Agency Offices	Formal/Relaxed	Agency Recruiter

Preparation:

Logistics: Route, timings, parking, train	Research Several sources	CV : Remember it as you will be asked about it
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Important to Understand

What you say	Remember what is said on your CV
How you say it	Tone of voice: enthusiastic or bored
Messages you might give that are not verbal	Body Language, dress code and attitude Body Language forms over 55% of your message

Styles of Question:

Positive Styles:	<ul style="list-style-type: none"> ➤ Open: invites you to speak broadly in answer to the question ➤ Competency frameworks: open in style based on a scenario and a competency: example "organising an event". May also ask you to give an example from your previous role. ➤ Hypothetical: What would you do if...? ➤ What...How.....and Why?
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Closing Styles	<ul style="list-style-type: none"> ➤ Probing: asks for more detail on a specific part ➤ Where....When....and Who? ➤ Closed: simple one-word answers: Usually 'yes', 'no', 'November' as examples
Weak Styles:	<ul style="list-style-type: none"> ➤ Leading: invites the person to agree with the questioner ➤ Multiple: usually confusing

Competency Questions: What are typical Competencies?

Work Relationships	Support, respect, mentoring, leading, team structure, listening
Communicating	Colleagues, customers, suppliers, supporters, public, authorities
Ideas	Improve ways of doing things
Leadership	Willing to plan, organise, self-manage, take responsibility
Problem Solving	Research, analysis, evaluation, gather ideas, teamwork
Technical and IT	Comfortable using IT applications
Development	Learn new things, accept challenges, ability to coach others
Administration	Accuracy, timeliness, completing jobs, reporting

Questions that you could be asked:**About You:**

- Tell me about yourself
- How would your work colleagues/last manager describe you?
- What motivates/drives you?
- When have you been criticised and how did you react?
- What are you looking for in a job
- How to you propose to develop yourself in the coming five years
- How have you developed yourself over the past five years
- Why should we give this job to you

How you went about your work:

- Can you give me an example of when you *worked as part of a team?* (usually linked to the job specifications). Be prepared for follow up questions.
- What was the biggest problem/failure you have overcome?
- What will you be remembered for in your last job
- How did you go about planning your day at work



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- How did you manage your responsibilities
- What would do you when there is not enough time to do the work well
- Tell me about a work relationship problem and how you resolved it
- Why do you want to do this job

Background and Suitability:

- Why did you stay so long/keep changing jobs?
- What do you know about us
- How up-to-date are your skills
- You do not seem to have the experience or right skills for this job
- How do you explain your decision to change direction in your career
- From your experience, what would you bring to this job?
- You seem over-qualified for this job?
- What are you earning now, hours of work, shifts, ability to get to work

Why do you want to work for US?	Research, values and feeling comfortable with the employer
Why do you want to do THIS JOB?	Interests, enjoy doing this type of work
Why do you think that you CAN DO this job?	Skills, personal attributes, track record of doing it well, interests
Why should we give the job to YOU?	Achievements as evidence of good work

Questions that you should ask

Why should you ask questions?	Shows listening, understanding and interest
What questions would you ask?	Open and probing about the job Training and development Expectations in performance
What topics are best left until later in the Selection process?	Money and related matters (they are important ONLY when you have a job offer to consider)
When would you ask them?	During the interview and at the end to summarise