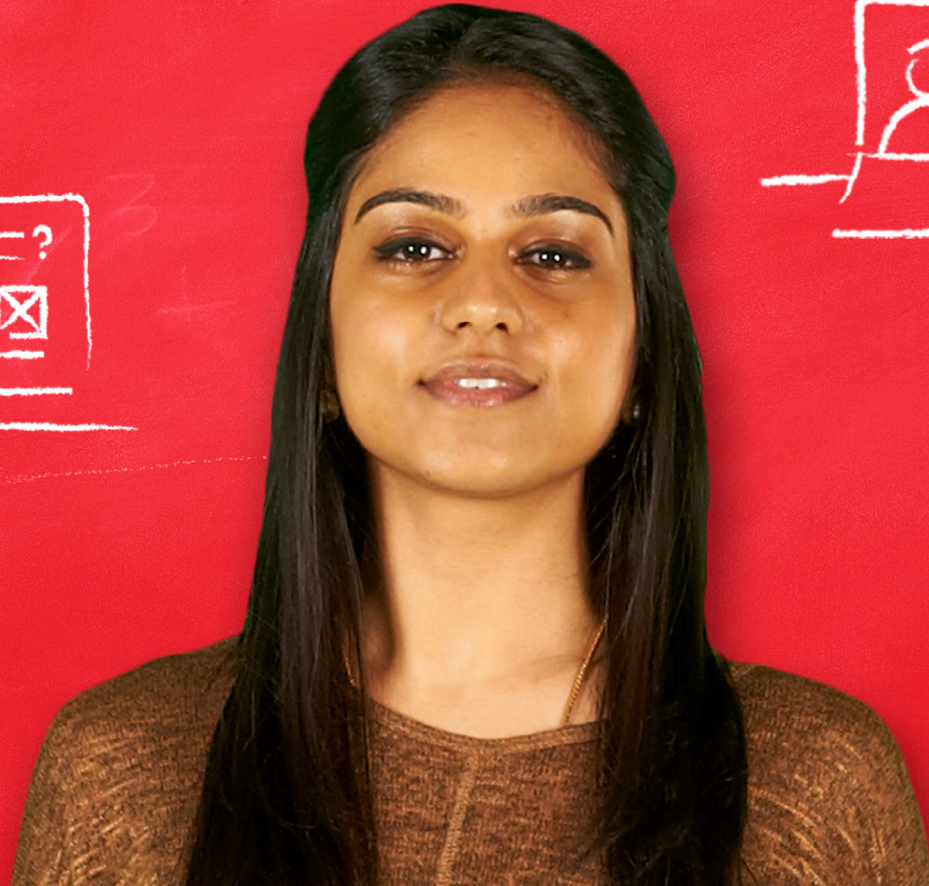


Interview skills



Interviews are a two-way process

Employers can

- ✓ Get to know the person
- ✓ Find out about their personality, qualities and skills
- ✓ See if they would fit in



Applicants can

- ✓ Find out more about the job
- ✓ Perhaps meet the person they will work for
- ✓ See if they would fit in

Getting to know different types of interview

Online test	Phone	Face to face	Video	Panel	Group
					
<p>Common types of psychometric test include ability, situation-based judgment and personality tests</p>	<p>A quick and easy way to spot the best people to invite for a face-to-face interview</p>	<p>Used to get to know each other and assess whether you're a good match</p>	<p>Somewhere between a phone interview and a face to face interview, the video call is generally a straightforward meeting</p>	<p>Different people can get to know the applicant</p> <p>Finds out how you perform in front of an audience or under pressure</p>	<p>Finds out how you work with others in a team and communicate, or how you might fit in</p>

The STAR model



Using STAR

‘Tell me about a time you worked well in a team.’




Top tips

- ✓ Practise answering some common questions
- ✓ Every question is an opportunity to ‘sell’ each of your skills, like teamwork or communication
- ✓ Remember to use specific examples
- ✓ If you’re not sure what a question means, ask
- ✓ Interviewers may ask challenging questions – respond positively and be honest
- ✓ Remember, the interviewer doesn’t expect you to be perfect

What goes into a great performance?

Q1
✓ Q2
Q3
Q4
Q5
Q6

Question 2: A model answer



3s
⏸ Pause
▶ Play
🗉 Subtitles

Tips for your answer

- Share two pieces of developmental feedback you've received
- Talk about how you responded and took the feedback on board

Back to question
↩

Next question
➔

Planning for an interview

When the interview is confirmed	A few days before the interview	The night before the interview
<ul style="list-style-type: none"> • Researching the organisation • Thinking about possible questions and answers • Researching career progression and training opportunities • Accessibility support • Checking the location and planning your route • Considering what to wear 	<ul style="list-style-type: none"> • Practising responses you might be asked • Preparing questions to ask 	<ul style="list-style-type: none"> • Reading through notes • Double checking travel plans • Getting a good night's sleep

Making a great first impression



Top tips



- ✓ Know when and where your interview is
- ✓ Plan your journey and timings
- ✓ Research the job organisation
- ✓ Plan answers to some common questions
- ✓ Have a smart outfit ready and clean for the day
- ✓ On the day, be positive and show you're interested

Interview one – work experience/volunteering

1. Tell me about yourself
2. What interests you most about work experience or volunteering with us?
3. What do you know about this opportunity and what do you want to get out of this?
4. Tell us about a time when you had to work as part of a team
5. Describe an activity or initiative where you had to take responsibility – what did you enjoy about it, was anything difficult?
6. What things are you most proud of that you have worked on at school/college/in a part-time or volunteering role?



Interview two – apprenticeship/first job

1. Describe what you think you will be doing in this role and what interests you about our organisation
2. What can you bring from your past experiences and what have been your achievements?
3. Tell me about a time when you had an idea to do something in a different way to get the result you wanted
4. Describe a time when you have worked as part of a team
5. Describe a time when you've had to deal with a difficult situation or individual, what made the situation demanding and what was the outcome?
6. Talk me through how you keep up to date with our industry, from how it's changing to the impact of technology

