Building My Skills

Checkpoint 5

Preparing for Interview

Name: _____

Tutor: _____

Preparing for interviews

Helpful Information

Find out about the interview

Find out as much as you can about the style of interview before it happens. How many people will be interviewing you? Who are they? Knowing these things will help you prepare and feel more relaxed on the day.

Research the organisation

Most interviews will include a few questions about the organisation so make sure you've done your homework. Most candidates will have read the 'about us' section on the homepage so go a little deeper and find out about what the organisation has planned for the future. Understanding the company will also help you explain why you want to work there.

Read the news/Google the Company

It's quite common for interviewers to ask you whether you've read anything in the news recently that would impact on the work the organisation does. Be prepared by reading a few relevant articles and picking out stories relevant to the sector you're applying for.

Dress appropriately

It's always better to be overdressed than underdressed for an interview. Be smart and pay attention to detail by making sure you iron your shirt, wear smart shoes, wear subtle accessories etc.

Ask good questions

At the end of the interview, you'll most likely be asked whether you have any questions. Make sure you are prepared for this by asking questions that also offer up some new information about yourself at the same time. For example, saying 'I'm a keen runner, do you have any sports facilities on site?' is far more effective than simply asking if there's a staff gym.

Be self aware

Think about your body language and the way you're coming across on the day. Greet each interviewer individually, be positive, smile and make eye contact. This will make everyone feel more relaxed!

Preparing for Interview

Interview tips that will help you be prepared so you are in the right frame of mind to do well and land the position you want:

How to prepare?

- Search the company online, check out their annual report and put their name into Google News to see if they have any interesting stories
- Gather background knowledge of the industry so you can impress
- Be sure you know the time, date and location of the interview and the name of the interviewer
- Prepare what you are going to wear the night before. If you look good, you tend to feel good.
- Decide how you are going to get there and what time you need to leave

Most common interview questions:

- What can you tell me about yourself?
- What are your strengths and weaknesses?
- Why are you suitable for this role?
- Where do you see yourself in 5 years' time?
- Why do you want to work here?
- What motivates you?
- Is there anything you would like to ask me?

During the interview:

- Keep a relaxed posture
- Maintain eye contact
- Acknowledge them by nodding
- Smiling and appear friendly
- Show your personality
- Do not interrupt
- Ask a question

After the interview:

- Evaluate your performance
- Be proactive and send a follow-up email with a sincere thank you

Preparing for Interview

Task 1 (Compulsory): *(You can write your answer below or word-process the information)*

1. Describe three ways to prepare for an interview which will improve your chances of being successful.

<u>Task 2</u> (Compulsory): Prepare possible answers to the following:

- Two good reasons why you should be chosen for the opportunity.
- Your strongest skill or attribute and the reasons why.
- Identify a possible weakness and explain how you could overcome this.

(You can write your answer below/on the next page or word-process the information)

(Continued)

Task 3 (Compulsory): Prepare two questions that you could ask the interviewer.

(You can write your answer below/on the next page or word-process the information):

Hints:

- Promotion opportunities.
- Typical day.
- Size of teams.
- Additional benefits.
- Training available.
- Next step in process.

Preparing for Interview (Continued)