

INTERVIEW TIPS

1

BELIEVE IN YOURSELF

You were invited to the interview because they see your potential. You don't need to be perfect. Employers expect you to learn.

2

IT'S OKAY TO BE NERVOUS

Everyone gets nervous. Take a deep breath and remember: Pauses are fine. Interviewers understand that you may be new to interviews.

3

BE YOURSELF AND BE HONEST

about your skills and experience. Speak clearly and naturally. You don't need to use big words.

4

TALK ABOUT WHAT YOU HAVE LEARNED

at college, in part-time jobs, volunteering, or everyday life. Showing effort and progress matters more than having lots of experience

5

SHOW THAT YOU WANT TO LEARN

Employers value attitude, reliability, and motivation.

6

LISTEN CAREFULLY TO EACH QUESTION

It's okay to ask for a question to be repeated.

7

PRESENT YOURSELF

Dress neatly and put your phone away in your pocket or bag during the interview. Make sure it is silent or switched off.

8

MAKE SURE YOU KNOW HOW TO GET THERE

Plan your route before the day of your interview.

9

ARRIVE 10 MINUTES BEFORE THE INTERVIEW

and make sure you know the name of the person you are meeting.

10

RESEARCH THE COMPANY'S ROLE

and re-read your application.

12

BE READY TO EXPLAIN WHY YOU WANT THE JOB/APPRENTICESHIP

and what interests you about the industry and that company/business.

THE STAR STORY-TELLING TECHNIQUE

Situation

Think of a situation or project you've been involved with - could be individual or team-based, work or personal. Don't spend too much time explaining this.

Task

Consider a particular task, problem or activity you've had to tackle within this situation or project.

Action

Describe what role you played, what activity you did personally to demonstrate your approach, a particular set of skills, competence or strength. This is the part of the story which is the most important at interview.

Result

What was the final outcome of your action and that of your team members? State in an exacting way using quantities what was the impact/final result.

You can use the STAR technique to structure your answers in an interview. It helps you clearly explain what you did and the impact you made, no matter how big or small. STAR allows you to show the interviewer how you handled a situation or problem, your actions, and how you resolved or improved the outcome.

Situation - What happened?

Task - What was your responsibility?

Action - What did you do?

Result - What happened because of your actions?

EXAMPLE QUESTIONS YOU CAN ASK AT THE INTERVIEW

1. What does a typical day look like in this role?
2. What would you expect from someone in this role during the first few months?
3. What skills or qualities help someone succeed here?
4. How do you help staff or apprentices develop their skills?
5. Are there opportunities to progress or develop within the company?
6. What does success look like in this role after the first year?
7. Will I be shadowing someone when I first start?