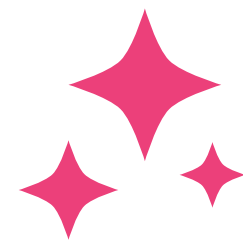
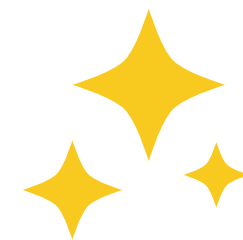


INTERVIEW TIPS



ALL YOU NEED TO KNOW



THE PURPOSE OF AN INTERVIEW

Is to establish...

- **CAN YOU DO THE JOB**
- **WHAT CAN YOU OFFER THE COMPANY**
- **WHY YOU ARE INTERESTED IN THE ROLE AND WHAT YOU CAN OFFER?**

DID YOU KNOW?



33% OF EMPLOYERS

Said that they knew within the first 90 seconds whether they would hire someone or not.



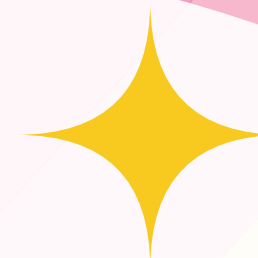
70% OF EMPLOYERS

Said they will check someones social media profiles before they met them.



THE AVG. INTERVIEW

Lasts between 40-60 minutes.



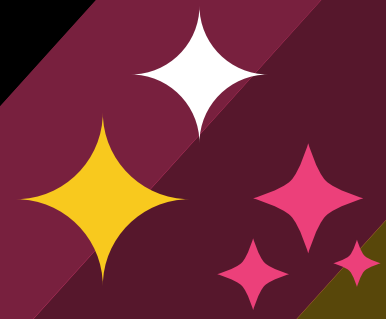
48% OF EMPLOYERS

Treat your profile like a digital portfolio. It is important to keep your bio, experience and posts professional. Being consistent and up to date will make a strong impression at first glance.



47% OF EMPLOYERS

Say that a lack of knowledge about the company is the most common mistake candidates make.



BEFORE THE INTERVIEW

1

THE ROLE

Get a job description if you can. Find out as much about the position as possible.

2

WHO ARE YOU MEETING?

Make sure you have the exact name and titles of who you are meeting.

3

WHEN AND WHERE?

Find out the exact time and location of the interview. Check journey times and calculate journey well in advance

4

TYPE OF INTERVIEW

Is it a simple question and answer, or competency based?
Is it a video call or face-to-face
Will there be a task to prepare?

5

DRESS CODE

Plan your outfit accordingly, remember to dress smart but with your own personality.
Be comfortable

6

SET ASIDE TIME TO PREPARE

Allow yourself some good time to prepare ahead of your interview

PREPARING

RESEARCH:

- Look at the companies current developments, historic events and future plans.
- Check their website and social media platforms . Follow them on socials
- Look at their content and programming. What do you like about it?
- Make sure the research is current!
- Research who you are meeting, what is their background? Look on LinkedIn
- Prepare some questions to ask them, what do you want to know about the team, the role, the culture, the future plans for the team/company etc - Avoid asking about salary at this stage
- Check out what other roles they are hiring for

YOU AND YOUR CV:

- Make sure you are familiar with your CV, check all the dates job titles etc.
- Think about how to answer questions about your studying, qualifications, work experience or volunteering.
- Have a think about what you are looking to do longterm and why you think this role and company can help with that.
- Be realistic but relevant with what you are looking to do.
- Prepare to answer about any gaps on your CV.
- Do the companies core values align with yours? Check if they have a mission statement.

JOB SPEC:

- Familiarise yourself with the job description.
- Look at the skills and competencies they are looking for.
- Research anything they mention in the spec eg programmes, developments etc.
- Look at the line managers, team or departments online or on LinkedIn
- Plan some questions to ask them regarding the role.

ANSWERING QUESTIONS

BE POSITIVE:

End each answer on a positive note.

ENTHUSIASTIC:

Let your interest come across, show some energy.

BE HONEST:

Even if you don't have the exact skills for what they are looking for, you can learn and are keen to learn and develop.

Why do you want to work for this company?

What makes you right for this role?

What do you know about our company?

What are your greatest achievements, what makes you most proud?

What are your interests?

Who are your role models and why?

What motivates you most in a job?

How do you see your career developing?

What are your main strengths and weaknesses?

What sets you apart from other candidates?

What do you expect from a manager?

Why do you want to leave your current company?

COMPETENCY INTERVIEWS

Also known as a structured, behavioural or situational interview. They're designed to test one or more skills or 'competencies'. The interviewer will have a set list of questions, each focusing on a specific skill, and your answers will be compared against predetermined criteria and marked accordingly.

DESCRIBE A SITUATION WHEN YOU....

GIVE ME AN EXAMPLE OF A TIME WHEN YOU...



Look through the job description and look for skills or competencies they are looking for.

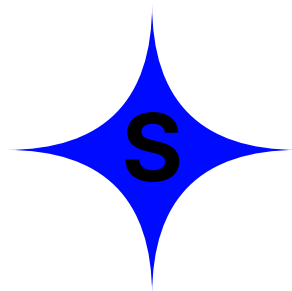


Note down any examples of times that you put those competencies into practice.



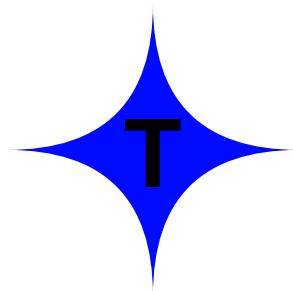
Be prepared to talk constructively about these situations, what was the outcome and what was achieved, who was affected?

THE S.T.A.R FORMAT



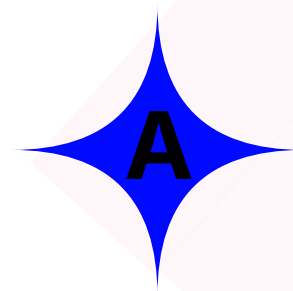
SITUATION

What was the situation you found yourself in?



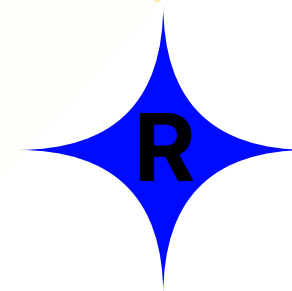
TASK

What was the specific task you had to achieve?



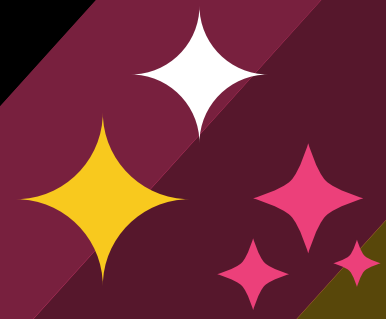
ACTION

What action did you take?



RESULT

What was the outcome?



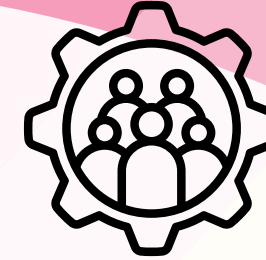
WHAT COMPETENCIES ARE EMPLOYERS LOOKING FOR



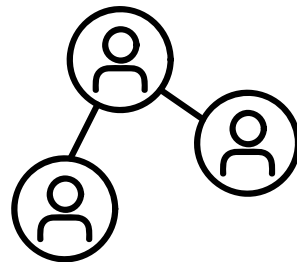
COMMUNICATION



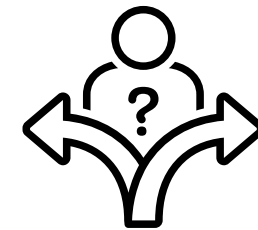
NEGOTIATION & COMMERCIAL SKILLS



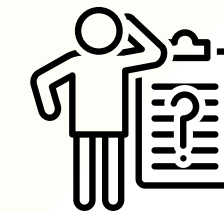
PEOPLE MANAGEMENT



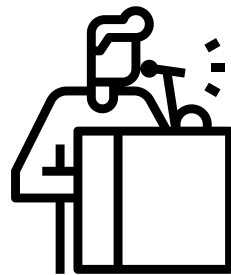
TEAM WORK



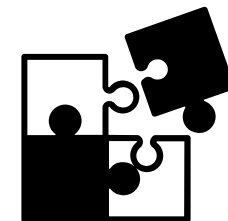
DECISION MAKING



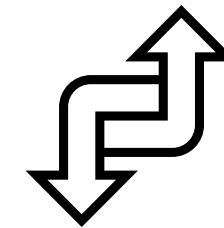
COPING WITH DIFFICULT SITUATIONS



PERSUASIVENESS



PROBLEM SOLVING



CHANGE MANAGEMENT

THE INTERVIEW

- Dress appropriately - If you are unsure then go smart. It is ok to show some personality. You can always check with the person who set up the interview.
- Arrive on time, don't be late! If you are late for a reason out of your control then call or email ahead and apologise.
- Switch off your mobile phone.
- Smile and shake hands with confidence.
- Eye contact is an essential part of communicating with the interviewer and anyone else on the panel.
- Let your enthusiasm and personality come across, building rapport with them is key.
- Think about your posture and demeanour and body language.
- Be Honest, answer truthfully and keep to the point.
- Speak positively - always end an answer on a positive note.
- It is not normally appropriate to ask about salary, remuneration, benefits etc at this stage, unless the interviewer brings it up.

- Prepare some questions to ask them.
 - If on Video call, look at your background make sure the light is right, have a plant in the background, make sure it is clean and tidy. Practice with a friend.
 - Check there are not technical issues, log in before the meeting to check the camera and make sure you have the right app downloaded.
 - If you are nervous, remember it is a two way process, you should be trying to impress them but they also need to make the company a place of interest for you to join and impress you too!
- Feel free to say if you don't understand a question or you want them to repeat it. As long as you are smiling and being engaged they won't mind at all.

REMEMBER

1. QUESTIONS FOR THEM:

- ✦ Company growth plans?
- ✦ Their objectives ?
- ✦ Culture?
- ✦ Duties in the role?
- ✦ What do you want to know about the team?

2. END OF THE INTERVIEW:

- ✦ Express your interest in the role.
- ✦ Ask what the next steps will be.
- ✦ Thank them for their time.
- ✦ Follow up with an email ' thank you'

3. REMINDER:

- ✦ Be yourself.
- ✦ Show enthusiasm and interest.
- ✦ Be confident in yourself, not cocky!
- ✦ Relax, build rapport and smile! Try to enjoy the interview!

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