

# **Help, I've got an interview!**

Remember you have been offered an interview because the employer likes what they have seen.

## **What will happen at the interview?**

### Types of interview

- One or a sequence of interviews
- On your own or as part of a group
- Face-to-face or over the telephone

### Interview format

- Informal
- Structured
- Competency/criteria-based
- Technical
- Portfolio-based
- Case study

Remember they are all assessments of you.

## **What should I do before the interview?**

### Be prepared

1. Practicalities for the interview – know who, where, when, what, how
2. Preparation for the interview – yourself, the job, the organisation, current affairs /commercial awareness

If you are well prepared it will give you confidence.

If you do not need any special arrangements, you may choose not to disclose your disability.

## **Making the right impression**

First impressions count and every person you meet may be asked for their opinion of you.

This is an opportunity for you to build on the impression the employer already has to secure the job.

Be positive and act confidently.

## **What will they ask me?**

- Questions are usually based around competencies, skills, personality, interests, values
- Interviewers will expect you to support your answers with evidence from your life to date
- Have you any gaps in your CV, poor exam results, ever been fired?
- Recruiters must not discriminate on grounds of gender, race, religion, sexual orientation, age or disability. If you feel uncomfortable about any question say so.

## **What should I ask them?**

These might include questions

- concerning progression opportunities
- support for further study
- company plans to expand

Avoid asking questions for the sake of it or asking very basic questions that you should already know the answer to.

If you feel that all your questions have been answered during the interview still try to ask something to show enthusiasm and interest.

## **The End**

If the interviewer does not tell you

- ask when you should expect to hear news of their decision
- what the next stage of the process will be if you are successful
- thank the interviewer(s) and shake hands.

## **Contact our Careers Advisers:**

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