



Tips for your interview

Interviews can be very exciting but also nerve racking. Being well prepared makes all the difference.

So, what do you need to know before your interview?

Never be shy about asking questions before the interview. This shows great initiative and will ensure that you know exactly what to expect. Questions you might ask include:

- What will the format of the interview be?
- Where do I need to go?
- Who will I be meeting and what do they do in the company?
- Is this a formal interview?
- Am I expected to do a presentation or an assessment?
- How many interviews will I have?

It is impossible to overestimate the importance of preparation. If you feel prepared for your interview, you will be more relaxed, more confident and more able to answer questions effectively.

And remember, the interview is an opportunity for you to ask lots of questions about what it is like to work at the company. Is it a good fit for you?

What can I do to prepare?



1. Company research

A future employer expects you to have learned about their organisation. It shows interest and commitment. Questions you could answer include:

- What do they do?
- How do they support their local communities?
- Where are they based?
- Do you know someone who works there?
- What are their values?
Speak with them to find out about the culture, the structure and what is like to work there.
- What makes them unique in their field?
- Try to remember four or five key facts that you can share at interview.
- Have they won any awards?



2. Role research

It is also important that you can explain what the job you are applying for is and why you are interested in it.

- Read the job profile and make sure you understand the description of the duties, the skills needed and the qualifications required.
- Re-visit the advert to see how the company described the job.
- Think about how your skills and experience meet the criteria listed.
- Be honest about areas you do not have experience in.



3. About you

- Read through your CV again and again so you can confidently talk about your skills and experience.
- What is important to you in a job?
- Remind yourself about your strengths and weaknesses. How can you turn your weaknesses in to learning experiences?
- Why are you excited about this opportunity?
- What questions do you want answered by your interviewers? Always have a list ready.



4. Practice, practice, practice!

Practising will help you feel relaxed and confident when you are in your interview. Here are a few tips:

- Pay attention to your body language – smile, make eye contact and always look interested.
- Think about the questions you may be asked. You can find lots of examples online.
- Practice saying your answers out loud.
- You are selling your strengths and why you will be a good fit. Practice being confident and enthusiastic about who you are.
- Feedback from other interviews can help you prepare for future ones.
- Make sure you answer the question that is being asked.
- Take your time when answering questions. Take a few moments to compose your answer if you need to.



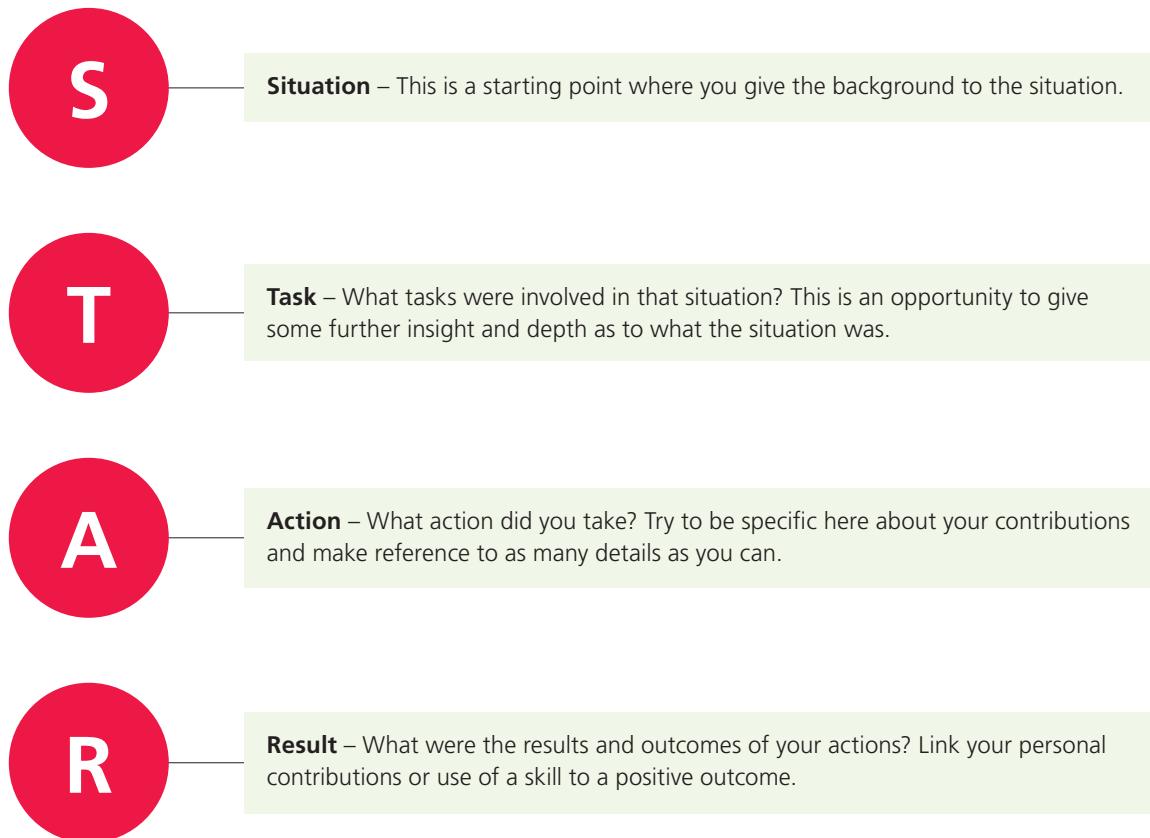
5. On the day

Leave the nerves at home. The employer is already interested in you and wants to hear more so you have already impressed enough to get to the interview stage.

- Research where you are going, get directions or do a practise run to the office.
- Give yourself plenty of time and aim to arrive 15 minutes or so before your interview.
- Find out what the dress code of the company is and dress appropriately.
- Have a copy of your CV and the job profile with you.
- Take a notepad and pen.
- Take the list of questions that you want to ask them.

Competency Based Interviews

Many interviewers will use competency based questions to decide if you have the necessary skills for the role. These will require you to draw on specific examples of situations where you have used or developed different skills. A good way to answer these questions is the STAR Technique.



You can find lots more resources online to help you prepare. Below are some examples to get you started:



Good luck with your interview!