


# INTERVIEW SKILLS

# AIMS AND OBJECTIVES

- To know what information is required to prepare for an interview and develop skills to be successful during an interview.

*By the end of the session you should....*

- Understand the importance of planning and preparation for interviews
  - Understand the different types of questions that may arise in an interview
  - Identify how to build rapport through body language and appear confident
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# DIFFERENT INTERVIEWS

## Face-to-face

This is a straightforward interview with one or two people who will ask you questions. They might be the person who will manage you, someone else from the department you'll join, or someone from the Human Resources (HR) team, who look after all employees.

## Panel

This is an interview with several people who will ask questions. One person may be the 'chair' and be in charge, making sure each person gets to ask you a question. Panel interviews are common in the public sector (e.g. jobs paid for by the government)

## Telephone/Skype

Telephone/Skype interviews are sometimes used as the first stage in an interview process. The interviewer asks questions that will identify the best people to invite for a face-to-face interview. Your preparation needs to be just as thorough, though you can keep your CV to hand.

## Assessment centre

Interviews at an assessment centre can last half a day or a day. You'll go there with other candidates. As well as one or more interviews, you may also take ability or personality tests and do role-plays or group exercises where you must work together.

# WHAT DOES AN EMPLOYER WANT TO KNOW?

Whether you will fit  
into the team

Your skills and  
abilities

Your  
personality

Your  
interests



# PLANNING AND PREPARATION


“Before anything else, preparation is the key  
to success”

*Alexander Graham Bell*  
*(1847-1922)*

The bottom of the slide features a decorative design with three overlapping geometric shapes: a blue triangle on the left, a teal triangle in the middle, and a light blue triangle on the right.

# PLANNING AND PREPARATION

Prior to any interview you must prepare for this and you will already be one step ahead of the others applicants.

- Research the company
  - Think about the job and what they want to hear
  - Think positive and practice
  - Call to confirm the interview the day before
  - Take your CV with you, along with any questions you want to ask
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# ARRIVAL



Top tips to remember when arriving for your interview:

Don't be  
Late

Arrive 10  
min's before

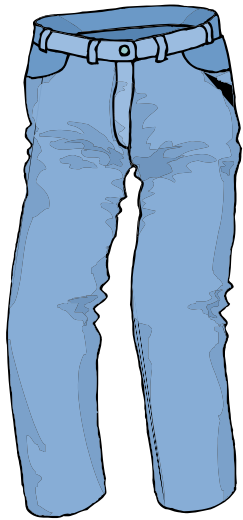
Dress  
appropriately

Phone  
OFF!

Be prepared  
for anything

# DRESS CODE

LOOK AT THE FOLLOWING IMAGES, WHICH IS RIGHT OR WRONG AND WHY?





# ONCE YOUR THERE

## Body Language:

- Good hand shake, stand strong
- Enthusiastic and energetic
- Make eye contact and lean forward
- Compliment the staff and the building
- Mirror the interviewer
- Have a small amount of humour



ENTHUSIASTIC

- **Above all – be confident!**

# WHAT IS BODY LANGUAGE?

What is body language?

This is the way we communicate without actually saying anything.

80% of communication is done through our bodies

13% is through the way we say things

7% are the actual words we say.



# TO RE-CAP SO FAR.....

A short film that covers some of the interview tips given so far:

<https://www.youtube.com/watch?v=q7hRnjNbvAc>



# QUESTIONING



As part of your interview you will come across some tricky questions.

- What are your strengths and weaknesses?
- Can you give me an example on how you have had to solve a problem?

The real test is looking at how you answer. Relate it to real activities and experiences. Sell your strengths but mention your weaknesses – turn them into a positive. Such as:

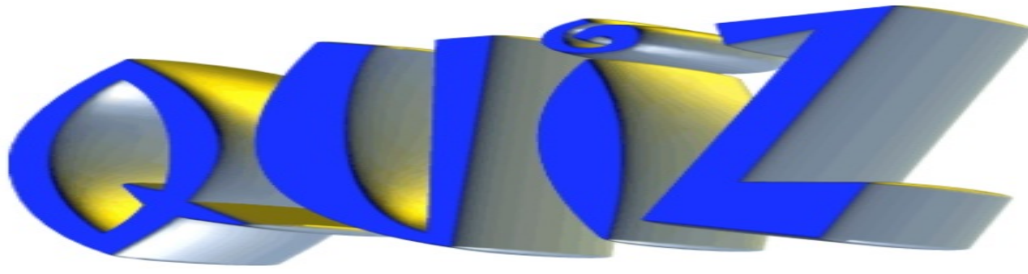
“I can be a bit bossy.”

How could you turn this around?? GIVE EVIDENCE, REAL LIFE EXAMPLES

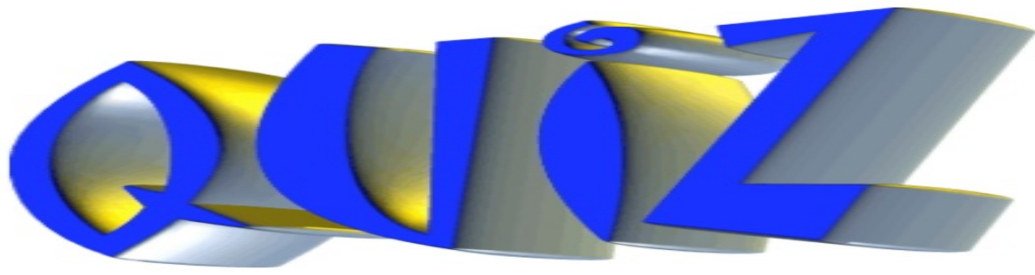
ALSO REMEMBER.... TAKE YOUR TIME WHEN ANSWERING QUESTIONS – make sure you understand the question!



**“Loyalty and enthusiasm are the two things  
I value most in an employee. You’re hired!”**



1. Before applying for a real job or attending an interview what's the first thing you should do?
2. What are the best types of research you can conduct for a real job interview?
3. What is the ideal time to arrive for your interview?
4. How would you prepare to arrive on time?
5. What would be classed as appropriate dress for an interview?
6. Once you are in your interview, what do you need to do?
7. What is body language?
8. How would you react to tricky questioning during an interview?
9. Why will my cv be important for the Y10 mock interview?



# ANSWERS

1. Research it
2. Web search or any leaflets or promotions
3. 5 min's before
4. Check bus times, parking, traffic, do a dummy run.
5. Smart suit, trousers, smart shoes, shirt, tie, not casual – for Y10 interview = smart school uniform
6. Keep eye contact, firm handshake, be confident, be polite, compliment the staff.
7. This is the way we communicate without actually saying anything.
8. Mention your weaknesses but turn them into a positive.
9. This will form the basis for your interview – a good cv will result in a good interview because there will be plenty to talk about with the interviewer