



## Be Prepared: The Interview

**Your fantastic job search efforts have paid off and you have been invited to interview... but what now?**

Lots of school or college leavers have never been for a job interview - the first time you have one can be quite a daunting experience so it's important to be as prepared as possible. Have a look at the list below for a reminder of what you *should* do and what you definitely *shouldn't* do!

Definitely do this:

- ✓ Check what time you should be there, how long it will take you to get there and exactly where the interview is being held. Make sure you arrive with time to spare
- ✓ Research the company on the internet and study the job description. You need to know exactly what the company does and what the job you have applied for involves
- ✓ Give some thought as to what questions you may be asked and prepare some possible answers (some examples can be found on page 9)
- ✓ Plan what you want to wear. First impressions count for a lot so make sure you dress smartly regardless of what the job is!
- ✓ If you have not understood a question, then be honest and ask them to repeat it. Also, don't rush your answers – it's better that an answer is good rather than quick!
- ✓ Try to back up your answers with examples



And definitely **DO NOT** do this:

- ✘ Answer questions with just 'yes' or 'no' (unless specifically requested by the interviewer). Try to expand on your answers
- ✘ Lie about qualifications or previous employment
- ✘ Answer or look at your phone or even have it switched on during the interview
- ✘ Say negative things about your previous employer or colleagues
- ✘ Have chewing gum during an interview or smoke a cigarette/use an e-cig immediately before your interview

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## The questions: Why do you want this job?

It is impossible to predict what questions you will be asked during an interview but there are some standard questions that most employers will want to ask. Here are some commonly asked questions that you can prepare for – why not have a go at putting together an answer so you can be fully prepared for whatever you might be asked? Also have a think about questions you could ask the employer at the end of the interview.

### *“Tell me about yourself”*

Talk about what you are doing at the moment and what has led you to apply for this job. You could also mention what you enjoy doing in your spare time



***“Why do you want this job?”***

This is why it is essential that you are familiar with the job description as you can refer to this and the things in it that interest you. You could also talk about wanting new challenges

***“What skills do you have that would suit this role”***

Be honest about your skills and qualities and the things you are good at. Again, be familiar with the job description and mention the skills and qualities that fit the role. Give examples where possible

***“Tell me about your current/previous job role”***

Talk about your main duties and try to pick out things that are also relevant to the role you are being interviewed for

***“What are your strengths and weaknesses?”***

Be confident when talking about your strengths as this is how you can sell yourself. Be honest about your weaknesses as everybody has some, but try to turn them into a positive. For example, ‘My IT skills were quite basic but I have managed to improve this by doing some online tutorials’

***“How do you work as part of a team?”***

Describe how you communicate with other people and how you get on with others in general. Give examples of when you have been part of a team – this can include hobbies as well as previous jobs.



*“How do you cope under pressure?”*

Describe any coping strategies you have and how you have applied these strategies in previous jobs or in everyday life. Give examples where possible.

*“What can you bring to the company?”*

Focus on your strengths and the skills that you have. Have confidence when talking about your strengths