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# INTERVIEW SKILLS

**You will probably have many interviews across the course of your career but each one is important and you will always have to prepare.**

## Interviews are a 2-way process

### The interviewer can find out

- More about you as a person
- If you are right for the organisation or job role
- More about your personality, skills and experience.

### The interviewee (you) can find out

- More about the organisation or job
- If you think you will fit
- The people you would be working/learning with and the environment.

## Different types of interview

**Face to face**

**Panel**

**Group**

**Assessment**

**Telephone**

**Video**

## Preparing for an interview

### When the interview is confirmed

- Research the organisation.
- Think about possible questions and answers by looking at job specification.
- Prepare any presentations, etc., that may be part of the interview.
- Consider job progression and careers.
- Plan your journey.
- Think about what to wear.

### A few days before the interview

- Practice your bank of questions and answers. Ask a friend to help.
- Go through anything else that may be part of the interview, e.g., a presentation
- Plan some questions that you may want to ask.

### The night before the interview

- Read through questions, answers and notes.
- Check travel routes.
- Get a good night's sleep.

Interview questions might be taken from the following resources

UCAS form

CV/cover letter

Job description

Job specification

Field of study/interest

Experience/knowledge

Questions often asked

Think about the following questions that are often asked at interviews. Prepare and practice your answers:

- Tell me about yourself
- Why do you want to learn/work/volunteer here?
- What to expect to achieve through learning/working/volunteering here?
- What skills and experience do you have that relates to this course/job
- Describe how you have dealt with a difficult person or situation in the past.

**Remember to practice before your interview, whether it is for an apprenticeship, university, work placement or your first job.**