



Interview Skills

What to say and do to get the job.



Be aware: Similar question are different!

- **What is an the purpose of an interview?**

The main purpose of an interview is to allow the candidate to demonstrate what skills or experience they have.

- **Why do employers do interviews?**

To see if you as a candidate match what you said on paper. They are looking at Can you do the job (do you have the skills), Will you do the job (Have you the qualities) and Will you fit in (are you going to cause issues within the company or teams).



5 Top Skills.

Prepare an example of when you have done each one of the below successfully:

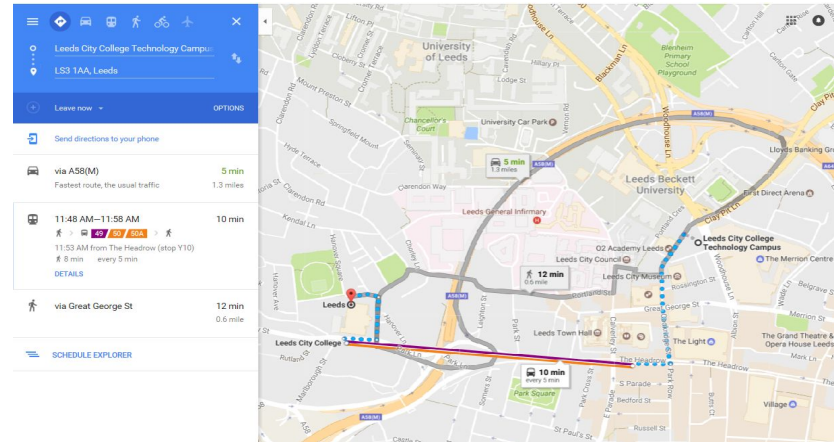
1. **Teamwork** – Can you work well with other people and avoid conflict. Can you talk through your issues. Are you assertive? Give
2. **Communication** – are you able to talk in person and over the phone, write and listen effectively with other people. This is everything from talking with a colleague to sending emails or writing reports.
3. **Leadership** – Can you help motivate people to help get the best out of them. You do not need to be a team leader/manager. In any role you need people who help raise moral.
4. **Analytical Skills** – The ability to figure things out, to look at a set of information and make decisions. Can you look at data and make sense of it?
5. **Commercial Awareness**- This is about knowing how a business works and what are the internal and external pressures that affect the business. Can you find solutions to reduce these pressures?

Things you MUST do for an Interview:

Plan your route. - You should know which buses/trains you need to get with alternatives for should something go wrong.

Plan to be at the interview for 30 minutes before. This will give you time for things to go wrong or to acclimate yourself to the surroundings.

Google Maps can help you do this.





Dress to Impress!

A suit is not always required but you should dress at least one or two levels above the company dress code.

Dress Code (even if uniform) -

Casual (Jeans and T shirt)

Smart Casual (Polo Shirt and Smart Trousers)

Not too much Jewelry or makeup!

Perfume & aftershave not too strong!

Clean nails and tidy hair!

Wear to interview

Shirt and smart trouser (Tie optional)

Shirt and Tie, smart trousers with maybe
a jumper (or Jacket and shirt no tie)

Full Suit

At the Interview

From the moment you make contact with the prospective employer you are being assessed to see if you're right for the job.

You must - remember to show your best and remember the 3 P's Rule!

- + Act professionally at all time
- + Be positive
- + Be polite





- What does each person's body language say about them?
- Who look most approachable?
- Who would you think would be most likely to get the job?



Always show your best manners:

- If offered a handshake make sure you give a firm handshake but do not try to do a bone crusher.
- Always be over polite, if someone holds the door open thank them.
- If when you go into the interview you are offered a drink always accept a glass of water. You may be able to use this as a stalling technique later.
- Always thank the person who is interviewing you for having you or considering you. “Thank you for your time”
- Above all make eye contact when answering questions and paraphrase questions back in your answers.



Questions

Remember questions will fall into 3 categories:

Can you do the job? (skills and experience)

Will you do the job? personality (positive/enthusiastic) and working style.

Will you fit in? (questions that test your knowledge of the company)



Things you should consider:

- The reason for the question – this will normally be an attempt to prove the above three criteria.
- What is the most appropriate answer? Listen to the question carefully and ensure the answer you give best evidences the attribute they are testing.
- Don't be afraid to ask an interviewer to repeat a question, or for more clarification if the question is not clear. This will enable you to give the most relevant answer.
- Interviewers usually finish by asking if you have any questions for them so prepare some of these beforehand. Don't ask about pay/conditions, be positive; show knowledge of the company/opportunity and end in an upbeat fashion.



Common Questions:

the ten most frequently-asked interview questions that you can expect to face:

1. What can you tell me about yourself? **What makes you unique what will help them remember you?**
2. Can you list your strengths? **Relate these to the job specification wherever possible.**
3. What weaknesses do you have? **Make sure in your example you end up turning the weakness into a positivity! It's about having the ability to overcome your fears/barriers, that they looking for.**
4. Why should I consider hiring you? E.g **What can you offer (bring to the table) that no one else can?**
5. Where do you see yourself five years from now? E.g **How futuristic are you? Do you have goals?**
6. Why do you want to work here? E.g **Good reviews? Shows you have done research!**
7. What is your salary expectation?
8. What motivates you? **What makes you buzz!**
9. What makes a good team player? E.g **Being flexible, good communication/sharing information, understanding, supporting/guiding etc.**
10. Is there anything that you would like to ask me? **Have 1 or 2 questions in mind before hand.**



Questions you could ask:

Why has the position become available?

What are the main objectives and responsibilities of the position? - **Ideally you should know these from the Job description**

How does the company expect these objectives to be met?

What are the measures used to judge how successful I am in the role?

What obstacles are commonly encountered in reaching these objectives?

What is the desired time frame for reaching the objectives?

What can I expect from you in terms of development and support?

What aspirations do you have for me at the company?

Where will the job fit into the team structure?



and more...

What's the best thing about working at your company?

- What is the main thing the organisation expects from its employees?
- How do you build good relationships within teams?

Do you have regular team meetings?

- What is the turnover of staff like throughout the company?
- Are there any plans for expansion?
- How would you describe the company culture and management style?