

Interview Tips

An interview can take many different formats: One-to-one; panel; via telephone or through an assessment Centre, but in all cases, you must remember that this is a two-way process and the interviewee must share control for the meeting.

The most important thing you can do is prepare, prepare, prepare!!

Preparing properly for interviews will increase your confidence and improve your chance of success because you will be able to answer questions with some knowledge of what the interviewer is looking for. For example if you know that the company is keen on teamwork and flexibility you may include these qualities when asked about your strengths.

To do this you need to find out about the organisation and the potential job so do plenty of research before your interview. Browse the organisation's website, noting and memorising any key facts and objectives of the company.

Consider what questions you are likely to be asked - interviewers will often ask you to 'tell me about your career to date as a means of relaxing you. You can prepare in advance to ensure that your answer includes the most important elements of your career and most relevant for the job you are applying for. It will also help you to relax and settle into the interview.

Review the job description or summary and the essential criteria of the job and consider the types of questions they are likely to ask that will highlight that you have the particular skills they are looking for.

Make a list of the sorts of questions you are likely to be asked and then write down your answer, including a good example of when you demonstrated this skill in a previous job.

Practice how you might respond to that question by talking out loud and review your voice projections and how fast you are speaking.