



## Excel at interviews

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### Preparation before the interview

One of the best ways to perform well at interviews is to prepare for your interview in advance. This checklist may help:

#### Things to do before your interview

- find out where the interview is taking place
- work out how you are going to get to your interview
- decide what you are going to wear
- re-read all available information about the job and your application letter/form
- research the company, find out as much as you can about them
- make sure you have any important information - Record of Achievement, CV, references, portfolio of work, etc.

#### Things to think about before your interview

- the questions they might ask you and how you would answer them
- the questions you might want to ask them
- how to act when you greet them, enter the interview room, when you leave, etc.
- your body language, how much eye contact to have, when to smile, etc.

### Research the Company

It is important to prepare for the interview by finding out as much as you can about the company and the job you are going to be interviewed for.

Check if the company has a website and do as much research as you can about:

- what they provide/sell
- who their competitors are
- size and structure of the company
- what the job involves
- what is their reputation

If the company doesn't have a website check local directories such as yellow pages and social media pages for information and reviews left by customers and former employees.

#### Contact us

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Visit us in Leek HUB/ or Buxton DO/G01

## Typical interview questions

- Why did you apply for this job?
- Why should we employ you?
- Tell me about yourself?
- What are your strengths and weaknesses?
- What do you think this job involves?
- What skills do you think someone doing this job would need to have?
- What do you know/think about us?
- What relevant work experience have you got?
- Did you have any problems in your last job?
- What salary are you seeking?
- Where do you want to be in 5 years' time?
- What do you do in your spare time?

## Questions to ask the employer

- How many people does the company employ?
- Where does this job fit into the organisation structure and who will manage me?
- What sort of induction/training would be provided?
- Do people stay with the company a long time?
- Do they have a policy of promoting people from within?
- Is the company expanding or going to be expanding in the near future?
- Does the company operate only within the UK or internationally?
- Is this a new job?
- How and when will you contact me to let me know the outcome of this interview? (if this is not explained)

## After the interview

- Note and reflect on any questions that you found challenging and also the ones you answered confidently
- Make sure that can be contacted on the email or phone number you provided
- If you are offered the job by telephone be professional and polite in how you answer the call, behaving in the same way as at your interview
- Don't be worried by a few rejections. Most people need practice at interviews. The more interviews you do the better you will get at them
- If you aren't successful ask for feedback, either written or verbal. This will really help with your next interview
- If you feel you would like advice on interviews contact the Careers and Employment Service in College

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