**\* Interview Preparation \***

**‘By failing to prepare, you are preparing to fail’**

**PREPARATION:**

* Research the skills and attributes the employer is looking for from the job description and identify skills and experience you have which are relevant for the role
* Research the company using their website and social media
* Research the job using the job description
* Prepare answers to potential questions that may be asked – prepare examples and evidence of how your skills and experience match the criteria for the vacancy
* Prepare questions that you have for the employer – be inquisitive and demonstrate you have a keen interest in the company
* Plan the route and if possible practice the journey prior to your interview
* Know the name, job title and phone number of the person who is going to interview you
* If you are going to be late always ring and let the employer / recruitment company know
* Appropriate dress – suit/smart business attire, formal shoes – know this before attending the interview

**TYPES OF QUESTIONS YOU MAY BE ASKED**

Competency questions - Use examples of your past experience which best showcase the skills in the person/job specification - Use the STAR technique to answer these types of questions.

Motivation questions (also referred to as strength-based questions) – eg, ‘Which tasks do you get the most satisfaction from?’ ‘What interests you about working for this organisation?’ ‘What do you think you would find most challenging in the role?’

Chronological – the questions link directly to your CV or completed application form.

Technical – for jobs which require technical specialist knowledge. Questions may focus on what you are doing day to day, particular processes you carry out in your position.

**ON THE DAY!**

* Arrive on time and switch off your phone.
* Smile and shake the interviewer’s hand.
* Be clear about your achievements, be positive about your weaknesses but be honest and truthful.
* Highlight your enthusiasm for the role and why you are the best person for the job.
* Show you are interested and engaged, stay calm and maintain eye contact.
* Give yourself time before answering questions and don’t be afraid to ask the interviewer to repeat anything you don’t understand. You can even come back to the question later in the interview if you wish.
* Prepare a list of questions you would like to ask at the end of the interview.

**LIKELY INTERVIEW QUESTION EXAMPLES:**

* Why are you leaving your present job?
* Why do you want this job?
* What are your strengths?
* What motivates you?
* Tell me about your day-to-day tasks?
* How do you motivate your team?
* How would your colleagues describe you?
* What do you think of your current employer?
* What do you do outside of work?
* Which position have you enjoyed the most on your CV
* What have been your major achievements in life?
* What questions do you have for us?

**GOOD LUCK!**