



## Preparing for an interview

Employers use interviews to find out if you are the best person for the job. They also give you an opportunity to see where you would be working, and who you would be working with – is it the right place for you?

### Preparing for interview

It is a very bad idea to walk into an interview completely unprepared. You will be asked questions about your skills, personality and what makes you the best person for the job; you need to be ready with a great answer, so here are some tips:

- Find out about the company – what is the nature of the business? What are their core values? What type of people do they employ? Is there a uniform or dress code? Why do you want to work there?
- Match your skills and knowledge to the company's needs: For example, if they are looking for a 'creative' person, think of examples of times when you have been creative. Take some examples of your creative work with you.
- Identify your strengths and weaknesses as you will often be asked to comment on these. For weaknesses, try to choose something that you have worked to improve on, e.g. confidence, assertiveness.
- Identify your personal achievements, goals in life and think about what motivates you.
- Be ready for strange questions, e.g. "if you were a biscuit, which biscuit would you be and why?" Reflect your personality in your choice!

#### **Some common interview questions:**

Tell me a bit about yourself

Why do you want to work here?

How would a friend describe you?

How do you respond to criticism?

Give me an example of a time when you had to cope under pressure.

What do you consider to be your greatest achievement?



## **On interview day**

Be on time! Plan your journey beforehand so that you know what time to leave home and the best route to take.

Wear an appropriate outfit for the work environment. If the job is in an office, wear smart clothing such as a suit, trousers with shirt and tie, skirt and smart top/jacket. For a less formal environment, e.g. shop, warehouse, nursery you could wear 'smart casual' clothing. Don't wear jeans or sportswear and don't wear trainers. First impressions are very important in decision making.

### **Questions you might ask them:**

Do you run any training schemes?

What do you like best about working here?

If you hire me, what might I expect in a typical day?

How many other people are in the team?

When can I expect to hear from you?