



# Interview skills

Age range: 14-16

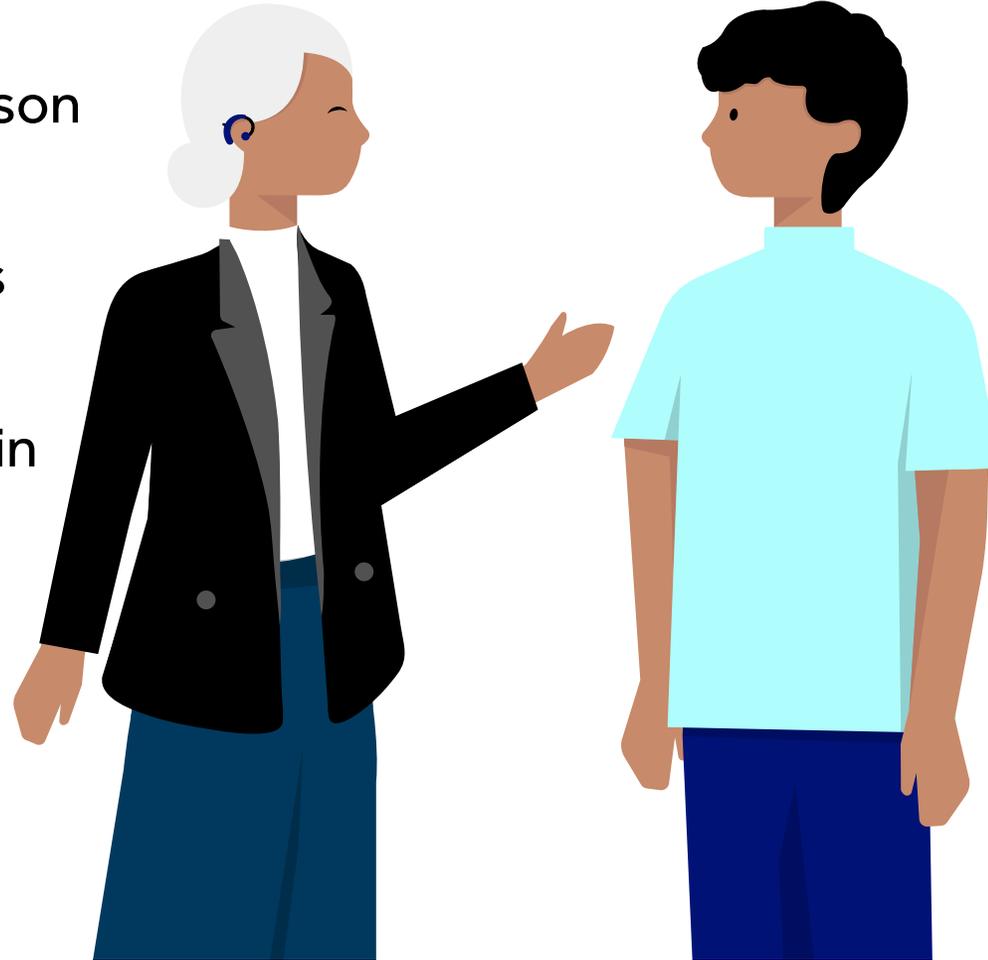
 **BARCLAYS** | LifeSkills



# Interviews are a two-way process

## Employers can

- ✓ Get to know the person
- ✓ Find out about their personality, qualities and skills
- ✓ See if they would fit in



## Applicants can

- ✓ Find out more about the job
- ✓ Perhaps meet the person they will work for
- ✓ See if they would fit in

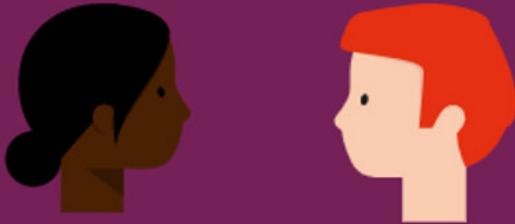
# Getting to know different types of interview



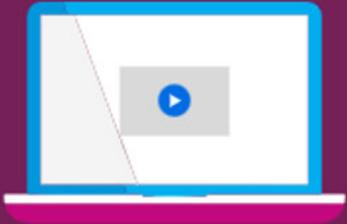
Online



Phone



Face to face



Video



Panel



Group

# The STAR model



# Using STAR

"Can you tell me about a situation when you had to work as a team? What challenges did you face, and what did you do to overcome them?"



- ✓ Practise answering some common questions
- ✓ Every question is an opportunity to 'sell' each of your skills, like teamwork or communication
- ✓ Remember to use specific examples
- ✓ If you're not sure what a question means, ask
- ✓ Interviewers may ask challenging questions – respond positively and be honest
- ✓ Remember, the interviewer doesn't expect you to be perfect

# Planning for an interview

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## When the interview is confirmed

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- Researching the organisation
- Thinking about possible questions and answers
- Researching career progression and training opportunities
- Accessibility support
- Checking the location and planning your route
- Considering what to wear

## A few days before the interview

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- Practising responses you might be asked
- Preparing questions to ask

## The night before the interview

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- Reading through notes
  - Double checking travel plans
  - Getting a good night's sleep
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# Making a great first impression



# Top tips

- ✓ Know when and where your interview is
- ✓ Plan your journey and timings
- ✓ Research the job organisation
- ✓ Plan answers to some common questions
- ✓ Have a smart outfit ready and clean for the day
- ✓ On the day, be positive and show you're interested



# Interview questions

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- 1.** Tell me about yourself
- 2.** What do you know about our organisation and the sector you have applied for?
- 3.** Tell me about a situation where your communication and collaboration skills made a positive difference to something you were working on
- 4.** Tell me about a time when you found a simple solution to a complex problem
- 5.** Describe a situation where you worked in a team. What role did you take, what did you learn and what did you achieve?