



# Interview skills

Age range: 14-16

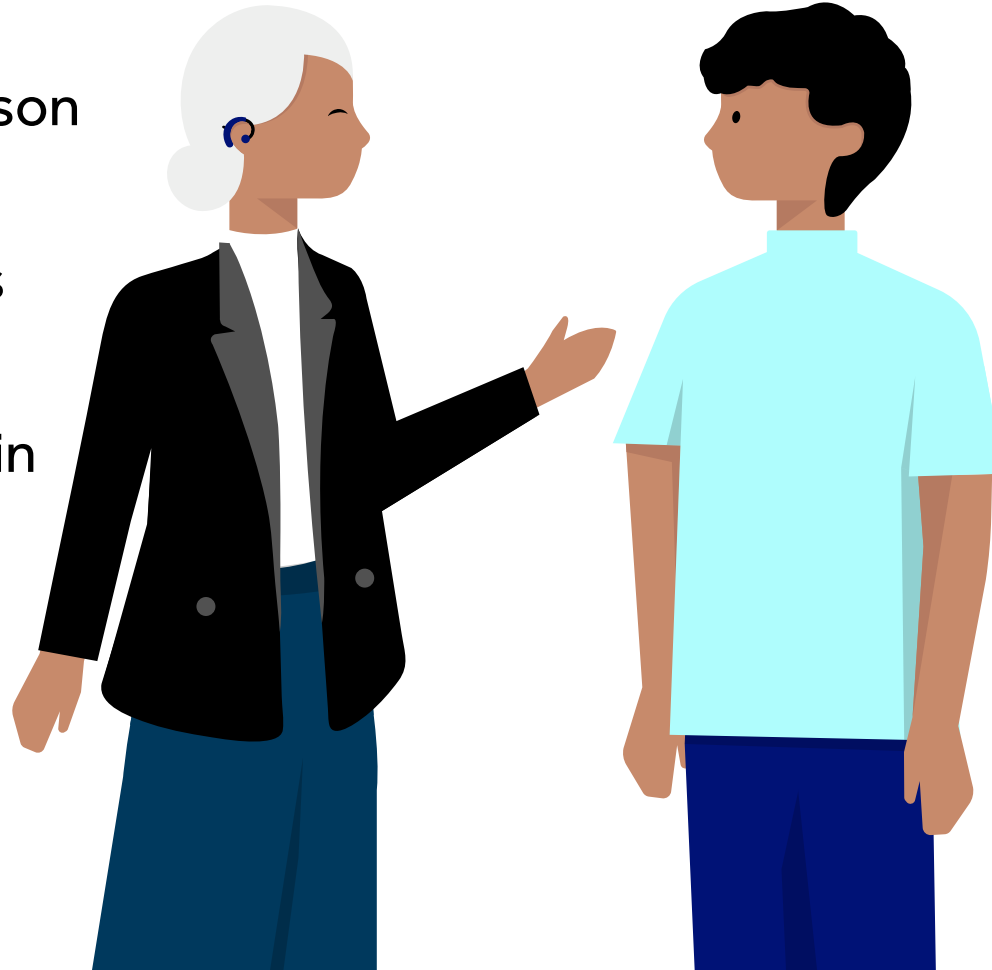


# Interviews are a two-way process

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## 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

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Online



Video



Phone



Panel



Face to face



Group

# The STAR model

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# Using STAR

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**"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	A few days before the interview	The night before the interview
<ul style="list-style-type: none"><li>• Researching the organisation</li><li>• Thinking about possible questions and answers</li><li>• Researching career progression and training opportunities</li><li>• Accessibility support</li><li>• Checking the location and planning your route</li><li>• Considering what to wear</li></ul>	<ul style="list-style-type: none"><li>• Practising responses you might be asked</li><li>• Preparing questions to ask</li></ul>	<ul style="list-style-type: none"><li>• Reading through notes</li><li>• Double checking travel plans</li><li>• Getting a good night's sleep</li></ul>



# Making a great first impression

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# 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?