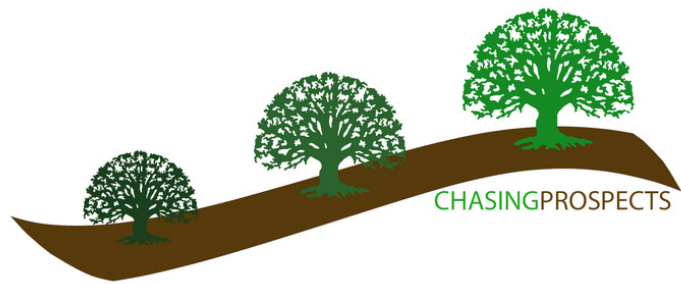


Effective Interview Tips

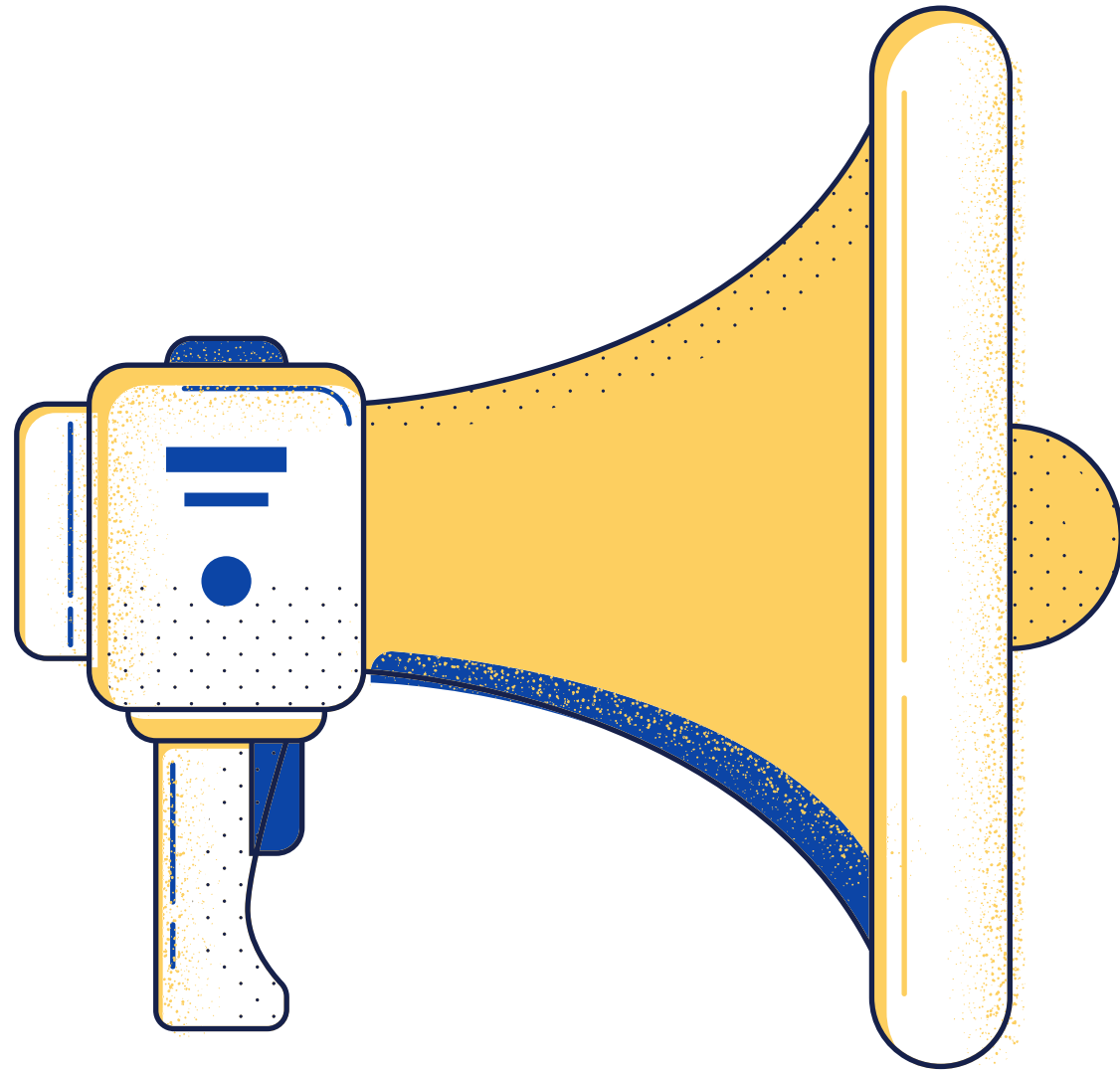


A bitesize pack of the elements and skills you need for a successful interview.



CHASING PROSPECTS CIC

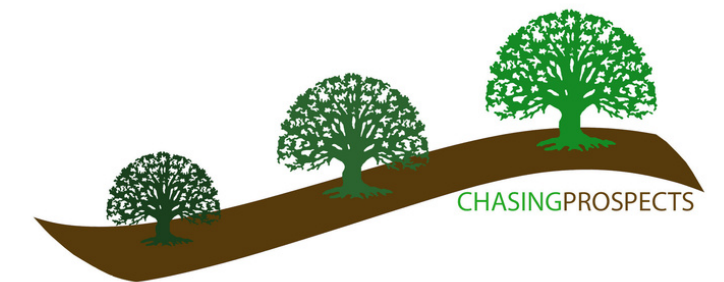


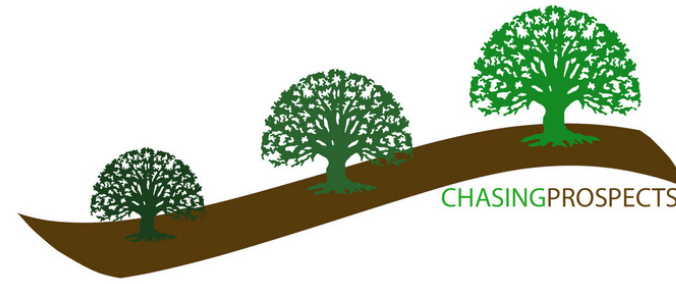
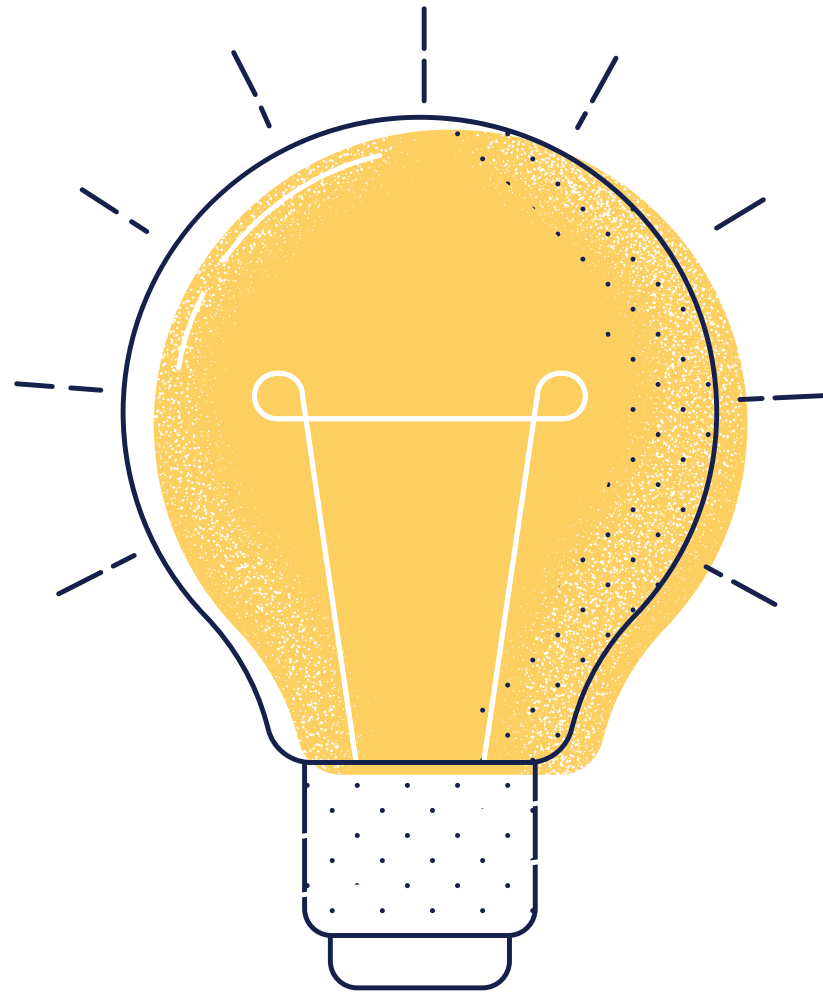


- **An interview is a conversation between an employer and a jobseeker.**
- **Interviews are about the jobseeker showing how they can affect and influence the employers organisation. You need to have a good understanding of the field you're looking for work in.**
- **It is important to present your answers in a way that complements what the employer is looking for.**

INTERVIEW TYPES

- **One-to-one interview-** usually with a note taker present
- **Panel interview-** you are interviewed by 2 or more persons
- **Presentation-** on a subject usually of the interviewers choosing
- **Telephone interview-** especially 1st stage interviews
- **Video interview-** the "new normal"



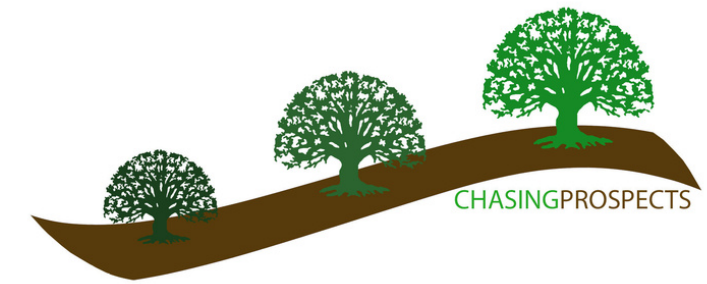


YOU ARE A CONSULTANT / AN EXPERT

- **You may be a graduate or changing career fields. Complete more research about the space you're entering.**
- **Frame your questions and answers to position yourself as the expert.**

"They would not be interviewing you if they didn't think you had the expertise and knowledge they need"

OPEN COMMUNICATION IN YOUR INTERVIEW



Be confident and assertive, express any concerns you may have. This mindset will serve you well once you begin your role.

Be clear about what your role is in the organisation.

You are not a "Jack of all trades". You are an expert in your role. Express willingness to learn if there are other responsibilities attached to your role that you were unaware of.

Understand what your responsibilities are and ask for an overview of what a typical day looks like.

If you don't understand a Question

- Remember not all interviewers are trained at interviewing
- Never respond "I don't know" or "umm not sure"
- It's always best to ask for the questions to be rephrased or repeated by the interviewer
- "I'm sorry could you repeat that for me?"
- "Sorry I don't quite understand, would you mind rephrasing that for me please?"
- If you are really stuck:
"May I come back to that question?"

Interview Preparation- Typical Questions

- Tell me about yourself.
- What experience do you have that would help you in this role ?
- Where do you see yourself in 2 years ?
- What are your greatest strengths/ weaknesses ?
- Why do you think you are most suitable person for this job ?
- Why did you apply for this role?
- Give me an example of a time when you have to deal with pressure?

When framing your Answer

Always use something that you can find an example for. **HOW** do you use your strengths to impact the business.

In general good strengths to build from are:

- Detail oriented
- Collaborative
- Empathetic
- Honest
- Innovative/entrepreneurial
- Creative
- Enthusiastic
- Analytical

