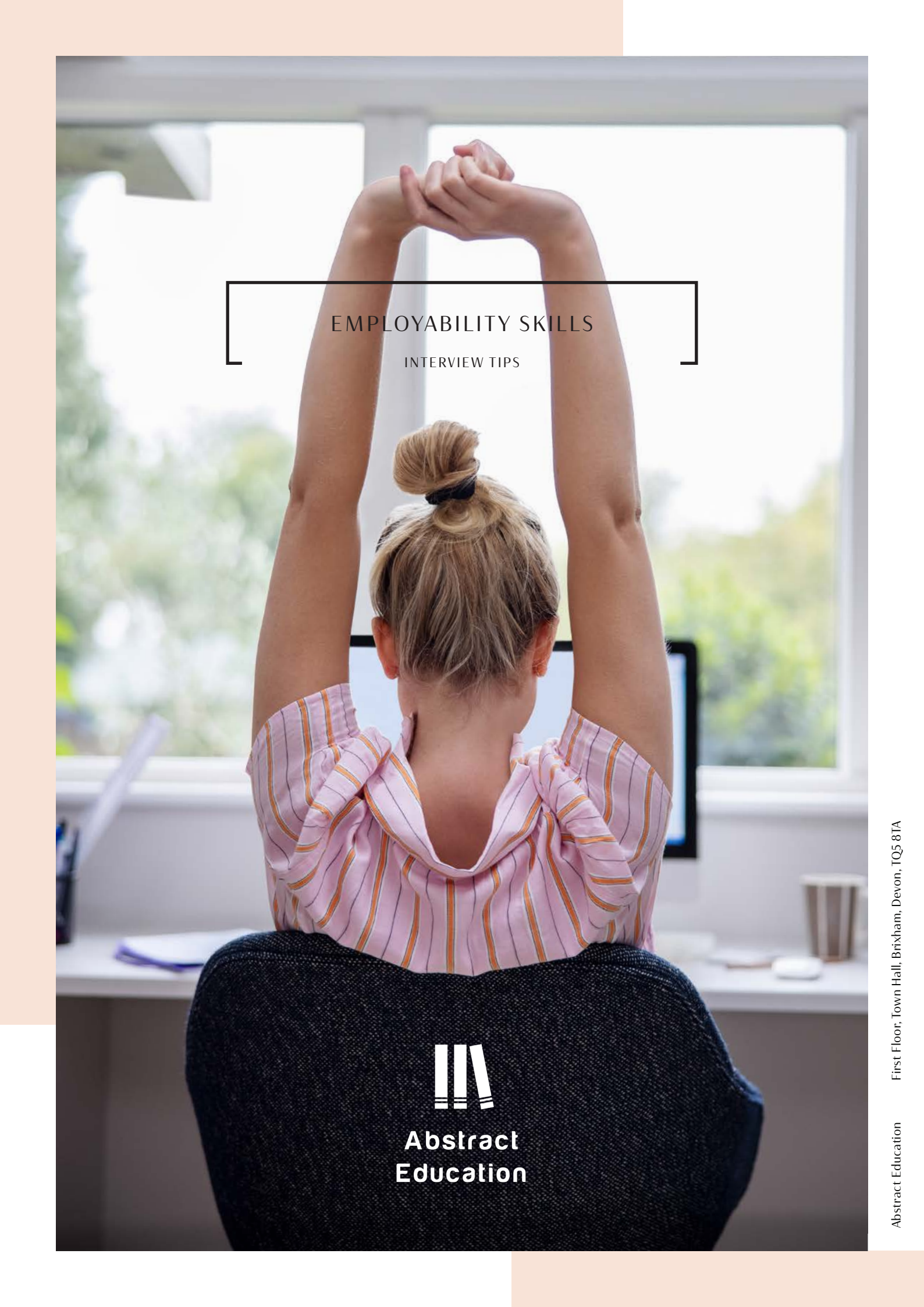




EMPLOYABILITY SKILLS

INTERVIEW TIPS



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INTERVIEW TIPS

Companies have different interviewing styles. See if you can find out which type of interview you will be attending. You may find that the employer combines more than one interview style into your day with them.

FACT TO FACE DISCUSSION //

This could be with one person or with five people depending on the job.

01

TELEPHONE INTERVIEW //

Some places will carry out a telephone interview prior to the real interview.

02

GROUP DISCUSSION //

Sometimes, you will go to a job interview and it will also involve a group discussion.

03

VIDEO INTERVIEW //

You get sent the interview questions beforehand and you need to record yourself answering them.

04

ONLINE INTERVIEW //

This would normally be carried out via Skype or Zoom.

05

INTERVIEW TIPS

Questions about the employer // The employer will want to see that you have a genuine interest in working for them. They will want to know that you have researched the job role and the company before the interview. Make sure you are aware of their products, services and values. You could be asked:

No.1 // What do you know about our company?

No.2 // Why do you think you're a good fit for the company?

No.3 // Why do you want to work for us?

INTERVIEW TIPS

Questions about you // Employers will want to get to know you. Your answers should show what kind of personal qualities, interests and skills you have. If the job requires certain skills, you should demonstrate these in your examples.

No. 1 // What do you do in your spare time?

For example, you could be applying for a junior chef position. To show that this is something you are genuinely interested in, you could talk about a cookery class you have taken in your spare time...

No. 2 // What are your hobbies and interests?

INTERVIEW TIPS

Questions about your work history // Your answers should reflect the skills the employer wants. Be positive and tailor your examples to the job description. If your work history is limited, you can use examples from outside of work. You can also use examples from volunteering experience.

No. 1 // When have you faced a challenging situation?

No. 2 // Can you tell us about a personal achievement at work?

No. 3 // Have you ever taken the initiative?

No. 4 // Have you ever failed at a task?

INTERVIEW TIPS

Strengths and weaknesses // The strengths employers look for will depend on the job role. Along with specific examples, you can also highlight your personal qualities as strengths. You should answer questions on weaknesses honestly and say how you're working to improve them.

No.1 // Strengths

- *communication shows you get on with others*
- *problem solving shows you can find solutions*
- *enthusiasm shows you have a positive attitude to work*
- *flexibility shows you can adapt to different ways of working*

No.2 // Weaknesses

I struggle with time management on projects. I'm working on improving this by creating a timetable of steps at the start of each project and making sure I follow it.

INTERVIEW TIPS

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Questions you can ask // At the end of a job interview, employers will usually ask if you have any questions for them. This is a good chance to show your interest in the company and your enthusiasm for the job.

No. 1 // What's it like to work here?

No. 2 // What does a typical day involve?

No. 3 // How do you see the company developing over the next few years?

No. 4 // Will there be any training opportunities after I start?

Interview tips

INTERVIEW TIPS

Your last job // You may be asked questions about leaving your last job. If you've been out of work for a long time, explain why. Talk about the positive things you've done while away from work. For example, networking, retraining, volunteering or keeping fit.

No.1 // Left by choice

- *be positive about why you left and why you want a new job*
- *describe why their company suits you better.*

No.2 // Redundancy

- *explain the situation*
- *describe how you've responded positively since*

Interview tips

This is your worksheet to keep safe and to refer back to before an interview. If you are ready to take your career to the next level, tag **#teamAbstractEducation** in the Facebook group and share your journey!



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EMPLOYABILITY SKILLS