

flexibility, and will ask you questions about each of the skills important to the role to find out whether you possess the skills required. This means that if you can identify the skills and experience that your employer is looking for, you will be able to predict the type of questions you may be asked. To prepare for the interview, think of a range of examples that illustrate the skills they are looking for. Your examples may come from your interests, home life, community activities, voluntary work or previous or current jobs.

You can identify the skills that your employer is looking for by:

- Reading their recruitment brochure or visiting their web site
- Looking carefully at the job advert, job description and/or person specification.
- By calling the organisation where you have applied to ask questions about the role and the business.

### Before the interview

- Research the organisation, using eg. recruitment brochure, annual report or web site or by visiting the library.
- Check what you need to take with you, eg. CV or references.
- List potential questions you might be asked and practice your answers.
- Write a list of questions you would like to ask at the interview.
- Re-read your CV and/or application form as you may be asked to elaborate on what you have written.
- Arrange a mock interview. If you are not currently employed ask a friend or a member of your family to help you prepare.

# Interviews

## Part 1

## When You Are Offered An Interview:

When you receive a letter inviting you to an interview firstly, congratulate yourself. You have obviously impressed your future potential employer with your CV and your application form to be offered an interview in the first place. You have probably beaten many other applicants but something in your application has made you stand out from the other candidates. Prior to offering you an interview your potential employer will have already sifted through all of the applications to compile a shortlist. Short listing means reducing the number of applicants to a manageable number for interview. After short listing you will be sent a letter, which will state:

Date, time and place of the interview (you may receive a map if this is relevant)

- Where to go on arrival and who will meet you
- The duration of the interview
- If there are to be any tests (their purpose and timing)
- A sentence asking if you have any particular requirements due to a disability
- A request to confirm that you will be attending the interview
- Details of the person you should contact if you have any questions

Now all the interviewer needs to do is choose which candidate to fill their job and the only way they are going to do this is meet each applicant in person. There are many variables in choosing a new person for a job, what one employer classes as an important quality another may not. Some feel experience is an important factor others value qualifications or team management skills or a combination of

both. What you have got to remember is that you will have to make a lasting impression on the interviewer to get you nearer to securing that new job. Your future employer is going to have to make a choice from several applicants one which inevitably will be a hard decision to make. After all, summing up candidates suitability in a few short hours isn't easy for any interviewer so you must make an impression. It's no easier being the interviewer than it is being a candidate. If you go well prepared then you will be able to demonstrate to the interviewer that you are the best person for the job.

## Prior To The Interview:

Remember your employer knows all about the job they are looking to fill - what it entails and what qualities they are looking for in a potential candidate. They also have a fair amount of information about you – your CV and application form and it's always a good idea to take a copy of this with you to the interview. The interviewer will have a checklist of areas they are looking to satisfy to ensure you can do the job which will encompass some general interview questions and some questions specifically about you as a person, such as your interests, hobbies and what you like outside of the workplace.

## Interview Preparation

Employers want to know whether or not you are suitable for the job for which you are applying and will ask you questions to establish your suitability. Before advertising the job they will have identified a range of skills and qualities that the job requires - for example teamwork, customer service skills and