

for the interview think about the skills required to do the job including the experience you have to do it. Think about questions that may arise from the answers you have given on your application and lastly consider any questions that may arise regarding your CV as previously mentioned such as breaks in your career, work experience and so on. If you work in a sales role you will already understand the importance of preparation prior to meeting a new customer or trying to close a sale; it's no different when presenting yourself at an interview trying to win a new job. 'Be Prepared' and 'Look Professional'.

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# Interviews

Part 2

## Structure Of The Interview

Most interviews follow a fairly similar simple format. Usually you will be invited into the interview room, offered a drink of tea, coffee or water etc and then sometimes a bit of casual chat such as, “How was your journey?” – this is to put you at ease. Next your interviewer will ask some general questions, such as, “Tell me about yourself” or “Are you an organised person”. They may then ask you questions about your CV such as, “You say you are good at time management, can you give us an example”. Once the interviewer feels that they have satisfactory answers to all their questions they will then give you the opportunity to answer any questions you may have about the job, the company etc.

### Convincing Your Interviewer & Offering Them Reassurance:

It is really important at the interview stage that the interviewer feels happy about all of the areas they have covered. They may keep going back to specific questions if they don't feel they have got the answer they require – this is often a good sign as it means they are taking your application serious and they may just want reassurance in one or two areas. Always try and give a concise answer to their questions and although you maybe nervous try not to talk endlessly about a particular point. Sometimes an employer will ask questions about your employment history so if you do have gaps in your CV go prepared to answer this type of question.

### Being Interviewed For A Job By Your Existing Employer

An interview is an interview! Should you be applying for promotion or a change of job in your existing company then your existing employer

will have a lot of the current information about you already, such as timekeeping or time management skills, your personal details etc, etc. Other than these details the interview will follow the same structure as any other interview however specific questions about your current position may well come into play and have a more dominant effect on the meeting. It may be that there are certain areas that the interviewer will already know about you but they still may ask you about them things like, “How well do you work under pressure and meeting targets?” they will already know this as you work form them but it may well be that they want you to answer this question anyway so give them the answer they want to hear!

Just because you already work for this employer don't treat the interview any differently to an interview being conducted by a new employer. The interviewer may already know you so the start of the interview may well be a little less informal in their greeting but once the interview commences treat the interview as if you were applying for a job outside of your current employer. When being interviewed for an internal post don't be tempted to have an inappropriate conversation about people who work in your organisation, it will be perceived as unprofessional and it may harm your career progression.

### Be Prepared For The Questions That Will Be Asked

It's almost impossible to know exactly what questions will be asked at the interview but you can expect that there are certain areas that will be likely to be explored. When preparing