

Preparing for an interview: checklist

When attending an interview and asked a question the employer really wants to know is if you can do the job. Through your answers it is important you are answering them competently and professionally. This document contains advice and information on what steps you can take to ensure you do really well at an interview.

1. Research

It is very important that you read the job description and person specification. An employer knows what they are looking for in their applicants, so it is vital that you meet their essential criteria. When attending an interview it is very likely you will be asked questions regarding the company and organisation. It is advisable that you research about the employer such as, ethos and achievements including future projects or plans for development.

2. Practice

To ensure you do really well at your interview it may be a good idea to practice common interview questions. The STAR method is an interview technique you can use to make sure you really shine at your interview.

- **S**ituation: describe the situation was involved in i.e.: what your role was etc.
- **T**ask: you need to let the employer know what your task was and what you had to do.
- **A**ction: provide details about what you did, this section will help show your skills
- **R**esult: ideally a positive result, such as excellent customer service or repeat business

Common questions an interviewer may ask:

- What are your strengths and weaknesses?
- Why should we hire you?
- What do you know about our company?
- What experience have you got from your previous jobs?

3. Conduct and preparation

Although appearance should not matter, it is very important we conduct ourselves professionally. When dressing appropriately you will feel confident and have a desire to succeed. It is key to prepare; it will help you stay in control of any nerves you may have. Planning your route will give you enough time to avoid congestion and unexpected diversions.

4. Ask questions

It is ok to ask questions at your interview, this shows interests in the position you applying for. Questions you may want to ask can be around learning and development.

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