

Resource

Helping the community into employment



Interview Skills For Success Masterclass

Top Interview Tips

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The Job Application Process

- CV
- Application form
- Written responses to competency or situational questions
- Skill tests-usually online. Eg numeracy, IT
- Screening interview – telephone or video
- Interview – face to face or online, 1-to-1 or panel (maybe several rounds)
- Assessment centre

What is an interview?



What is an interview?

It is a conversation!

It is a conversation

So listen!

Answer the question

If you are unsure of the question ask for clarification

Challenge and have views but do not get into an argument

Do not let them wind you up..... **KEEP CALM**

Shut up when you have answered the question

Types of interview questions

- Competency
- Value
- Strength
- Situational
- Behavioural

How to respond

- S

- T

- A

- R

How to respond

- **S**ituation
- **T**ask
- **A**ction
- **R**esults

Top Tip 1

When you get an interview do not stop your job search

Be stimulated by your success to press even harder for more interviews

An interview is not a job-it is improving your odds of getting one

Do not waste time, continue your search, maintain momentum

Top Tip 2

Prepare, Prepare, Prepare

There is no such thing as too much preparation

What will you say about yourself to demonstrate your skills

Knowledge of the role, organisation and sector

What skills, knowledge and experience does the job require

What questions you will ask

Top Tip 3

First impressions really matter

Before a question is asked the interviewer has formed an opinion - make it a POSITIVE one!

Online

Set up your device so the camera is at eye level

Look at the camera to maintain eye contact

Fill the screen with head and upper body

Make sure the background says you are ready to work not ready to tidy up!

First impressions

Appearance, body language, tone of voice, first words, should all be positive and confident

The interviewer is desperate for you to be the right one – prove them right

How many interview questions are there ?

?

How many interview questions are there ?

3!

Top Tip 4

There are only 3 interview questions

1. Can you **DEMONSTRATE** you can do the job?
2. Do you **REALLY** want to do the job?
3. Will you **FIT IN**?

Top Tip 5

Keep your questions strategic and topical

Do not ask questions to which you should know the answer

Ask questions about the role and organisation not you

Growth initiatives, impact of political and economic changes, sector developments

Be prepared to have a view on your own questions

Enquire about next steps

How Resource can help with interviews

Practise Your Interview Skills webinar/seminar

Mock interviews with detailed feedback - Zoom, Teams, face to face, telephone.

Preparing for **Assessment Centres**

Advisor support with preparation, difficult questions and general advice

And finally ... contact us

Don't hesitate to get in contact if you'd like any help with your job search



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