

Preparation for Interview

Wigan Council wants the most suitable person for the job, therefore it is important to fully prepare for your interview, as you will be expected to provide evidence/proof of how you meet the criteria for the job in relation to:

- Experience
- Abilities, Skills and Competencies
- Knowledge and Understanding
- Education and Training appropriate for the job

The interview panel will obtain details in relation to the above by asking a series of questions, which will revolve around the essential and desirable criteria outlined in the person specification. You may also be required to deliver a presentation or undertake a test, however such requirements will be outlined in the letter inviting you to the interview.

Remember, the essential criteria is what is immediately required to do the job. Desirable criteria is advantageous but not essential to do the job.

How do you provide evidence?

Evidence is the proof of your experience, abilities, skills, competencies and knowledge.

Providing evidence can be achieved by giving examples of how you have demonstrated your experience or skills within a previous role.

It is important to prepare examples for each criteria listed on the person specification, as the interview is the chance for you to prove you have what is required to do the job effectively. Although you will have provided examples within your application form, it is useful to prepare one or two more in addition to these for each criteria.

Pre interview check list

1. **Know where you are going** and how long it will take you to get there.
2. **Prepare yourself.** Collect all the information together regarding the post you are applying for – application form, job description, person specification, any other information obtained from the Department, copies of any references, qualification certificates and a list of basic questions about the job that you want answered during the interview.
3. **Make time to prepare yourself mentally for the interview.** Imagine the questions you are likely to be asked and rehearse your answers. Write them down if this helps you.

At the Interview

1. **Be friendly** when you go into the room and throughout the rest of the interview.
2. **Remember it is a two way process** – the interviewers are assessing you, however, you are also assessing them.
3. **Remember eye contact** with the interviewer is important.
4. **Try to give full but relevant answers** that show how you meet the criteria of the post. Give as much information about yourself, your knowledge, skills and experience in relation to the job and the personal requirements of the post. This makes it easier for the interviewer and takes the pressure off them. If they have to drag words out of you – you will have difficulty succeeding.

Focus on positives i.e. what you have done, don't focus on what you haven't done.

5. **Try to be clear in your answers.** Be logical and precise. Try to be organised.
6. **Have a list of questions you would like answered** about the post – this shows you have taken an interest.
7. **If at any point you mishear or misunderstand the question, ask for the question to be repeated** or re-phrased.
8. **If you can't think of an answer or example for a particular question ask to move on to the next question**, if you think of something later on during the interview you can come back to that question at the end.

Can you take notes into the interview?

Should you feel you need to take any notes with you into the interview, you can take notes to help you remember examples of your skills and experience. They should be used as a support mechanism and not for you to read all your answers from.

For questions based on your knowledge and understanding, you will not be able to make reference to your notes; if you say you have a knowledge and understanding of something you should not need to refer to your notes.

Need further help with your interview preparation?

If you have not had experience of an interview for a long period of time, the thought of an interview can be quite daunting. We have prepared some typical mock interview questions and model answers for you to refer to which may be useful for your preparation - Please refer to the 'mock interview questions' link.