

Interview skills are skills that you can use in an interview to help you take control of the situation. Our simple guide will help you get started on yours.

Top Ten Tips

1. Anticipate Questions

Have a look through the job description and person specification. What are the key areas the you might be asked about? Once you have a list of possible subjects you might be asked about, think how you would answer such questions. What examples could you use? This will also help you to get used to thinking about how you would answer questions.

2. First Impressions

Make sure you are presentable and dressed appropriately for the interview. Always make an effort and be smart. Introduce yourself to the Interviewer(s) and shake hands. This will make you look more confident.

3. Eye contact

Make eye contact with the interviewer, instead of looking at the floor! You will appear more confident and more engaged (and interested in the job!)

4. Listen!

The interviewer is likely to begin the interview by telling you a little more about the job. He or she might say something that you need to know, or they might give an answer to a question you had planned to ask at the end.

5. Repeating the question

If you aren't sure what a question means or just want to buy a little thinking time for yourself, you can ask the interviewer to repeat the question.

6. Answering the questions

Don't just give short answers. Use examples to back up what you are saying. You might use several examples to illustrate each point. Don't be worried if you are talking more than those interviewing you; that's how it should be.

7. Mind goes Blank!

It happens to everyone at some point. You get asked a question and your mind goes completely blank. Important thing is, don't panic!

8. Have some questions of your own

Most interviewers will close the interview by asking if you have any questions. It's always good idea to ask some questions at this stage, as it shows you are interested. It is probably a good idea to avoid asking questions about annual leave entitlements and sick pay - it might suggest to the interviewer that you

9. Practical Tasks

You will have a limited amount of time to do the exercises, so use it well. Be prepared and bring some coloured pens, post it notes and perhaps a calculator with you. Don't panic: You should only be asked to do tasks that are in line with the post for which you have applied.

10. Say Thanks

End your interview on a positive note by thanking your potential employer for the opportunity to be interviewed.

Interview what to expect

Arriving for the interview

- Always arrive in good time - 10-15 minutes early is probably the about right; it'll help you gather your thoughts and prepare for the interview.
- Venue - if the venue is somewhere where you haven't been before or somewhere you don't know, it is good practice to go on a trial run of your interview journey. It will give you a better understanding of the public transport connections or driving routes needed or any potential roadworks.
- Unforeseen circumstances - if anything beyond your control happens, contact the company or the venue as soon as you can and let them know that you will be delayed.
- First impressions - on arrival greet the person on reception with a smile; stating your name, time of your interview and the contact person you are due to see.
- Documentation - if you were asked to bring any documents with you to an interview, use a folder or a smart bag to keep them in so they are easy to find.

The Questions

- Interviewers will introduce themselves and may start with an introduction to the company and/or the post.
- Most interviews will have between six to ten questions and one of the common questions is: Why are you interested in applying for this job?
- Being nervous at an interview is natural. Remember you won't be the only nervous person they will be interviewing!
- Speak slowly and clearly and take a deep breath before you start answering a question. Answers should be concise, but never yes or no. Do not forget to include examples in your responses.
- Keep in mind that the interview is an opportunity to sell yourself and your skills to an employer.

Interview - Get prepared

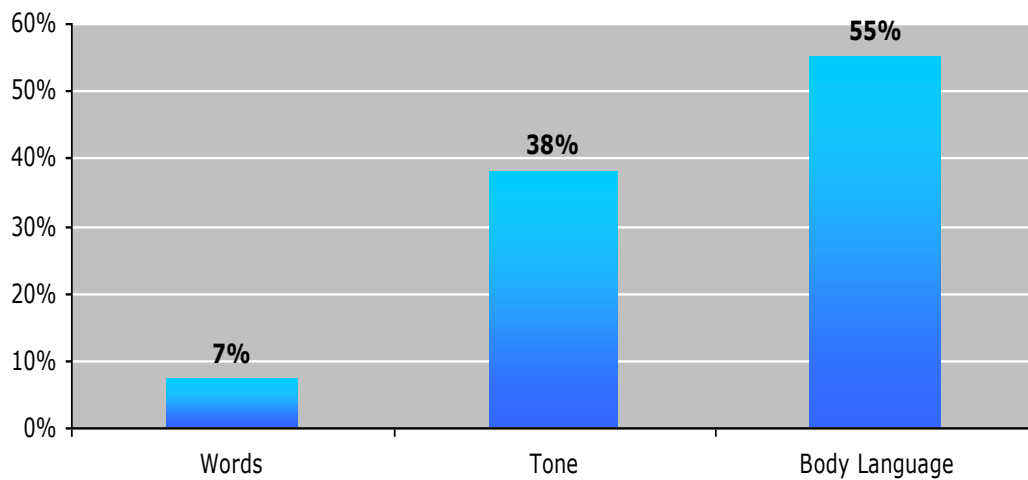
Body Language

Body language can say as much about you as the words you say. For example:

- Be polite. Shake hands with interviewers at the beginning of an interview.
- Smiling shows you have a positive approach; remember to smile from time to time throughout the interview.
- Sit up straight in your chair but be comfortable. Rest hands on your lap or the arms of the chair.
- Maintain eye contact with the person asking the question, but glance at the other interviewers occasionally too.
- Avoid finger drumming on the desk, fiddling with pen cap, touching hair etc.

Remember body language works both ways. Nodding from the interviewer is a positive acknowledgement that you are answering questions well.

Effective Communication



Dress for success

It is all about carefully selecting clothes that will help your chances at an interview. As a general rule wear smart clean looking clothes, even if the job you are applying for does not require you to dress formally. Limit the amount of fragrance / aftershave you wear.

Research skills

Researching is a transferable skill. Mentioning it on interview may illustrate an example of how organised you can be in your work.

- If you are applying for a job in a large company try looking at company's website
- Check for any news items or upcoming events
- Company's structure
- Policies and procedures