

Interview Tips

First impressions are important

Preparation

Research the organisation

Read any information they send you. Look at their website and socials.

Check the job details

Identify the personal qualities and skills the job requires, then match them to your own experiences

Plan your journey

and allow some extra time in case of any delays

Dress appropriately

Most employers look for someone who is smart, neat and tidy.

Online Interviews

Some interviews now take place online, through apps like Microsoft Teams or Zoom

- Test your equipment
- Blur your background
- Join from a quiet space
- Join a few minutes early

During the Interview

Body Language

Sit up straight. Relaxed posture. Maintain eye contact with the interviewer. Try not to fiddle or cross your arms. Smile!

Listen to questions carefully

Ask the interviewer to repeat any question you do not understand. Answer questions clearly and fully. Say more than just “yes” and “no”. Pause if you need time to think.

Honesty

Don't over-exaggerate your skills or undersell yourself, be truthful.



You will still need to dress as you would in person, even if the interview is online



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Questions

Tell me about yourself?

This question usually starts every interview. Your answer should be well-rehearsed, confidently delivered and last between 3-5 minutes. Focus on the areas of most relevance to the job in question.

Convey your enthusiasm for the job.



What are your key skills/strengths?

Choose strengths that:

- Relate to the job description
- You can provide examples of using

“I can use Word”

“I’m proficient with Microsoft 365 as we used it often for school projects such as...”

What are your weaknesses?

Choose a weakness that:

- Doesn't matter for the job
- Is a positive
- Used to be a weakness but which you have improved

“I can’t work in a team”

“I like to make things happen and get frustrated if too long is spent sitting around discussing it without action”

Why did you leave your last job?

Be positive and upbeat even if the circumstances were difficult. If you were made redundant, depersonalise it by talking about company restructuring rather than your individual circumstance

Why do you want this job?

Reinforce why you are a good fit for the job and convey enthusiasm

- Good match between your skills and their requirements
- Company's excellent reputation, exciting challenge etc.
- Interested in the product/market/sector
- Excellent training or development opportunities



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Tell me about an achievement of which you are proud?

Choose work-related examples where possible. Personal achievements should only be included if they are very impressive or prestigious



Tell me about how you handled a difficult scenario at work

The interviewer is testing how you cope under pressure as well as your problem-solving and communication skills. Good examples are where you:

- Helped resolve or improve a difficult situation
- Were resilient in adverse conditions
- Showed emotional intelligence and cool-headedness

What are your career goals?

The interviewer is checking if you are likely to stay and if so, for how long. Reassure the employer that the role you are applying for fits your career plan and your longer term commitment to the company.

Questions for the interviewer

At the end of most interviews, you will be asked if you have any questions for the interviewer. Asking intelligent and thoughtful questions reinforces your suitability as a candidate.



Examples

- How is performance monitored?
- What are the possibilities for development and progression?
- What will be my key priorities in the first few months of the job?



Don't forget to thank the interviewer for their time before leaving!



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