



# HOW TO PREPARE FOR AN INTERVIEW

Gi Group UK



# WHAT IS THE PURPOSE OF THE INTERVIEW

- To meet 1:1 with an employer
- To learn more about the position and the company
- To see if your skills and experience match with what the employer is looking for
- To get the job!

# TYPES OF INTERVIEWS

- Panel interview
- 1:1 interview
- Telephone interview
- “Virtual” interview

# VIRTUAL INTERVIEWS

- Some interviews are conducted virtually
  - This means that they are taking place via video calls.
- These interviews are usually conducted on a digital platform called Microsoft Teams
  - Microsoft Teams free to download across different devices (smartphone, tablet or laptop).

# BEFORE THE INTERVIEW

IT IS ALWAYS USEFUL TO GET INFORMATION ABOUT THE COMPANY AND PREPARE A LIST OF 4-5 QUESTIONS TO ASK THE INTERVIEWER

- Be prepared and obtain some information about the company
  - You can research the company website or ask family/ friends that may know about it
- Your research of the company may help you develop questions
- Do not ask questions about wages, benefits, or vacation
  - Ask questions about development opportunities, the working culture and training

# BEFORE THE INTERVIEW

## FIND THE LOCATION OF THE INTERVIEW

- Find out where to park or how to reach the location by public transport
- Check public transport timetables for bus/ train/tram and catch the earlier time to avoid issues with traffic or unforeseen circumstances
- Find the room number/ building
- Time your commute and allow extra time

# BEFORE THE INTERVIEW

## BRING EVERYTHING YOU MIGHT NEED

- ID/ work authorisation (such as a passport, full birth certificate, national insurance proof or provisional/ drivers license)
- CV
- Pen and paper
- Folder or portfolio to keep everything together

# BEFORE THE INTERVIEW

## PREPARE A PORTFOLIO

- Include 2 - 3 copies of your CV (know your CV well!)
- References
- Key achievements



# DRESS APPROPRIATELY

- Dress for the job you want – for instance, if your role is based in an office, wear business attire
- Look smart and professional to help make a great first impression and help you feel more confident
- Choose smart but comfortable shoes which you can walk in without difficulty
  - Feeling comfortable will help make you feel more confident
- Limit the amount of perfume/ aftershave you wear

# BEFORE THE INTERVIEW

- To create the most positive image of yourself, try to prepare for your interview as much as possible (e.g. asking a friend or family member to conduct a mock interview with you as this will help reduce your nerves and create better answers)
- Be friendly and confident with the company staff, from the reception staff to the interviewer: people already working at the company are often asked for their first impressions of a candidate.
- When you introduce yourself, do it with a smile

**Remember to switch your mobile phone off**

# DURING THE INTERVIEW

## FIRST IMPRESSIONS

- First impressions always count
- Be prompt and arrive 15 minutes early
- Shake hands firmly (before and after the interview)
- Remain standing until you are asked to sit

# DURING THE INTERVIEW

## NON-VERBAL HINTS

- Maintain your poise and posture
  - Don't slouch, yawn, or cross your arms
- Do not smell of smoke or chew gum
- Avoid doing anything to distract the interviewer

# DURING THE INTERVIEW

## NON-VERBAL HINTS

- Be truthful in describing your skills: answer honestly and do not give false information
- Don't be on the defensive
- If you don't know something be honest, but turn it into a positive by saying you are easily trained
- Always listen to the question and don't jump into the answer
  - Think about your answer, but avoid lengthy pauses
  - Don't be afraid to ask the interviewer to repeat the question for you
- Maintain a polite and attentive posture

# DURING THE INTERVIEW

## ANSWERING THE QUESTIONS

- Speak distinctly with a feeling of confidence and enthusiasm, and avoid using slang words
- Be able to give a continuous record of all your jobs, dates of employment, wages, the exact nature of your work and reasons you left
  - If you have no work history use examples from school/ college/ hobbies
- Express willingness and a desire to work hard and show that you get along with people
- React to the interviewer - smile and give your opinion or comment

# DURING THE INTERVIEW

## ANSWERING THE QUESTIONS

- Use the STAR technique to answer your questions:
  1. **Situation** – describe the event or situation that you were in
  2. **Task** – explain the task you had to complete
  3. **Action** – describe the specific actions you took to complete the task
  4. **Result** – close with the results of your efforts, any key achievements, any statistics and key learnings

# AFTER THE INTERVIEW

## POST INTERVIEW ACTIONS

- Check the contact information you have provided on the CV or during interview
- Wait to hear back from the recruiter
  - if the date (promised) has passed and the recruiter has not contacted you, wait about two days to call them or send them an email