



INTERVIEW? NO PROBLEM!

A STUDENT'S GUIDE TO
INTERVIEWS

WORRIED ABOUT INTERVIEWS?

Do you have an upcoming interview for a part-time job, University or an Apprenticeship?

Don't panic! This step-by-step guide will help prepare you for the big day!

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HOW TO PREPARE



Find out the exact location of the interview and organise any transport/accomodation in plenty of time.

Thoroughly research the organisation and keep up to date with current affairs relating to your subject/role.



Practice interview Q&A's and perpare your questions to ask at the end of the interview.

Prepare your portfolio of work (if this is something required).



HOW TO PREPARE



Pick what you are wearing. You should look smart yet be comfortable, e.g. smart trousers/skirt and a shirt/blouse. Get your clothes out the night before and make sure they are clean and ironed for the next day.

Get plenty of sleep the night before your interview – you don't want to be tired!



Make sure you have something to eat before your interview.

Make sure you drink plenty of water before, and even take a bottle of water into the interview with you – you may be talking for a while!



COMMUNICATION

Communication skills are essential for success. Be prepared to be evaluated on your communication skills by the interviewer, you may also be asked questions specifically relating to communication.

However, not all communication is through spoken word. Albert Mehrabian's theory suggests that only 7% of communication is through spoken word, 38% is through voice and tone, and 55% is through body language.

BODY LANGUAGE DO'S

- **Appear confident** – this is hard if you are feeling nervous! But try your best to stay calm and come across as confident and comfortable in your surroundings.
- **Give a firm but friendly handshake** – shake the interviewer's hand confidently, smile and make eye contact.
- **Maintain a good posture** – don't slouch in your chair, sit up straight but try not to look too nervous and rigid!
- **Maintain eye contact** – look at the interviewer (sometimes there's more than one), don't look down at the floor!
- **Smile!** – Smiling helps lower stress levels and makes you seem approachable and kind.

BODY LANGUAGE DON'TS

- **Fidget** – moving around too much or touching your hair/face shows that you are nervous, try to keep a calm and consistent posture.
- **Fold your arms** – this can make you look defensive or arrogant.
- **Look around** – stay focused on the interviewer, looking around the room or out of the window can make you look bored.
- **Stare at the interviewer** – maintaining eye contact is important but don't stare, you don't want to scare them!
- **Keep a stiff face** – smile, nod and make eye contact – the interviewer wants to get to know you so you need to come across as friendly and approachable.

INTERVIEW Q&A'S

THESE ARE LIKELY TO COME UP!

Can you tell me a little about yourself? – Start off with 2-3 accomplishments or experiences that you would like the interviewer to know about you, then talk about how your prior experience has prepared you for the role/course.

What are your strengths? – Think of approx. 3 strengths which you can expand on, or use an example to demonstrate how you excel in these areas. (E.g. problem solving, communication, timekeeping).

What are your weaknesses? – This is difficult to answer as you don't want to make yourself sound bad. The best way to approach this is to identify your weakness, but then say how you are working towards improving this. (E.g. I feel that I sometimes lack confidence, however I am trying to overcome this by trying new things and meeting new people all the time).

INTERVIEW Q&A'S

THESE ARE LIKELY TO COME UP!

Can you think of an example of a time when you faced a problem and worked to overcome this? Again, this could be in a professional or personal capacity. Think about the skills you used to overcome the problem and how you coped in a high-pressure situation.

What do you like to do outside of work? Think carefully about how you word this, e.g. “I like going out in town” could instead be “I like socialising with my friends”.

Do you have any questions for us? Try to think of something as it shows enthusiasm and that you have been thinking about the role. If you really can't think of something, don't say no, instead say something like “I think you have answered all my questions, thank you”.

WORKPLACE INTERVIEW

APPLYING FOR AN APPRENTICESHIP OR PART-TIME JOB? THESE Q&A'S WILL HELP YOU!

What do you know about the company? Do your research prior to the interview, using the company's core values within your answer is always a good idea.

Why do you want this job? This is your chance to show that you are enthusiastic. Mention the qualities and skills which make you suitable for the role.

What sets you apart from other candidates? Think about what makes you unique, it could be past experiences or specific skills which have made you suitable for the job. It could be your work ethic or communication skills.

What do you think you can bring to this company? You should show that you understand the company and know why you would be a good match.

ACADEMIC INTERVIEW

APPLYING TO STUDY? THESE Q&A'S WILL HELP YOU!

Why did you want to study this subject? Mention what you are particularly interested in and what you are hoping to gain from studying this course.

Why did you choose this University? Only you will know how to answer this question! You could mention how the courses work and fit around your life or the reputation of the University.

What did you enjoy about your A-Levels? Make this personable and mention specific examples of projects/research that you particularly enjoyed.

What did you least enjoy about your A-Levels? Mention particular subjects or projects which you didn't really enjoy or which you struggled with – but also mention how you persevered to achieve your goal.

BRAIN POWER!

HOW TO MENTALLY PREPARE YOURSELF

Used by athletes to control nerves, these 9 steps will help to mentally prepare you before your interview:

1. Choose and maintain a positive attitude.
2. Maintain a high level of self-motivation.
3. Set high, realistic goals.
4. Deal effectively with people.
5. Use positive self-talk.
6. Use positive mental imagery.
7. Manage anxiety effectively.
8. Manage emotions effectively.
9. Maintain concentration.

TOP TIPS

BECOME AN INTERVIEW PRO!

- Be yourself - relax and remember that the interviewer wants to get to know YOU.
- Get there 15 minutes early - this shows that you are keen and gives you time to sit and calm down before the interview starts.
- Research, research research! - you can't do too much research, the more you know the better you can answer the questions.
- Plan for the worst - take into account traffic, bad weather or public transport delays.
- Breathe! - Control your nerves by breathing in and out slowly, holding for 5 seconds.
- Revise your CV and personal statement - you should know these like the back of your hand, the interviewer is likely to refer to them.

CHECKLIST

**COPY OF YOUR CV, PERSONAL STATEMENT AND
JOB DESCRIPTION**

PORTOLIO OF WORK (IF REQUIRED)

NOTEPAD AND PEN

BOTTLE OF WATER

COPY OF CERTIFICATES/QUALIFICATONS

2 FORMS OF ID (E.G. PASSPORT, DRIVING LICENSE)

MONEY FOR TRANSPORT/FOOD



KNOW



CHOOSE



BECOME



PRACTICE



UNDERSTAND

FIND OUT MORE

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