

Interview Techniques

Who are Inspiring Choices?

We support young people as they make decisions about their future education and career.

What we do:

- Run activities in schools and colleges
- Work with young people aged 15 and above
- Opportunities to consider future education options and how to achieve these
- 1 to 1 support
- Organise university campus visits



Aims of the session

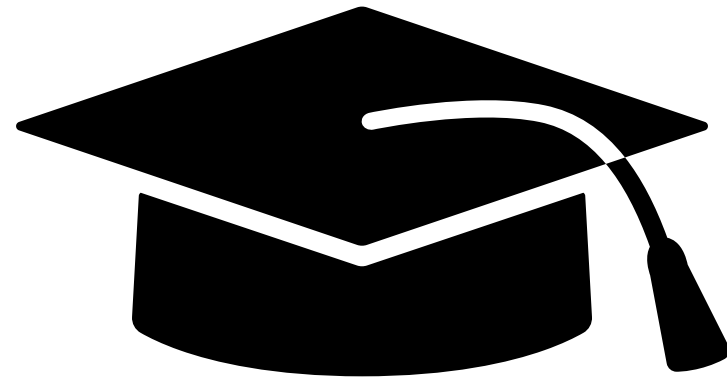
In this session we are going to look at **interview techniques**.

What we will cover within this session:

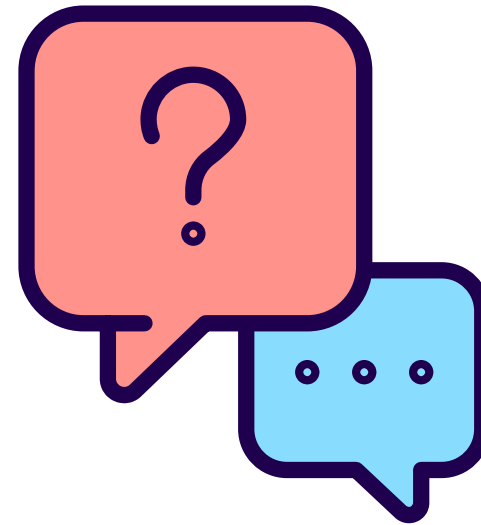
- Creating a positive first impression at an interview.
- How to prepare for an interview.
- How to prepare for interview questions.



When might you have an interview?



University Interview



Job Interview



Volunteering Interview



College/6th Form Interview



Apprenticeship Interview

Types of interview



Panel or One-to-One Interview



Informal Interview or 'Walk and Talk'



Online Interview



Group Interview

Things to consider before an interview

What should you wear?

Do your research!



Online Interviews

Check what is behind you!



Group Interviews

What are they looking for?



A yellow, irregular, star-like shape with a scalloped edge, containing the word "Activity!" in black text.

Activity!

True or False

Guess whether the statements on the following three slides are true or false.

True or false?



On average hiring managers will interview six candidates for every one vacancy.

True or false?



On average hiring managers will interview six candidates for every one vacancy.

True or false?



When answering interview questions, you should always make yourself sound good. Even if this means exaggerating your previous experience.

True or false?



Whilst it is important to talk about yourself positively, you should never lie about your experience and skill level.

True or false?



How you are assessed for a job only truly begins once you are having the actual interview.

True or false?



How you communicate before the interview will be taken into account too.

Activity!

Take a look at the interview cards

Sort the cards into three categories:

1. Actions that may be **positive** in an interview
2. Actions that may be **negative** in an interview
3. Actions which could be **positive or negative** in an interview

How straightforward is it to decide which category to pick?

Reasonable adjustments for an interview

Please be respectful of those around you and to listen to the advice and support we are sharing today.

Examples of **reasonable adjustment** requests for an interview:

- Quiet, loop-fitted, or accessible (step free) interview room
- One-on-one interview
- Questions sent in advance
- Extra processing time or breaks
- Bringing fidget or stimming toys



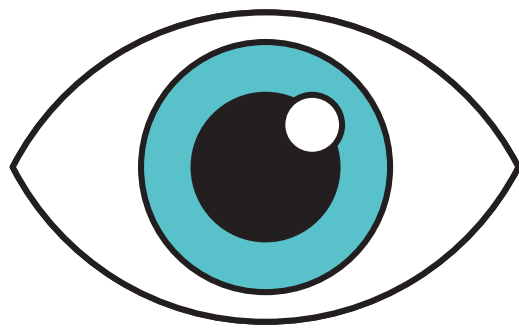
If you have a disability you are protected from being discriminated against within education or employment by the Equality Act 2010.

(<https://www.legislation.gov.uk/ukpga/2010/15/contents>)

Extra tips



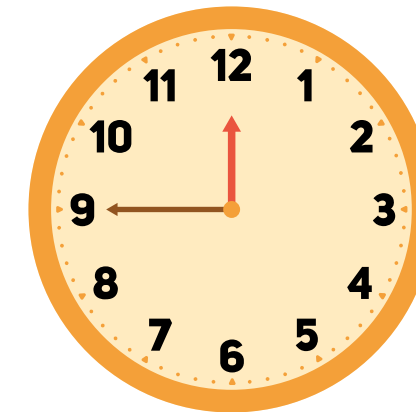
1. Think of extra questions to ask employers / education staff at the end of the interview.



3. If you find making eye contact hard, look at the interviewer's nose or forehead.



2. Practice a firm handshake.
You don't have to initiate a handshake in the interview, but it helps to be prepared in case the employer does.



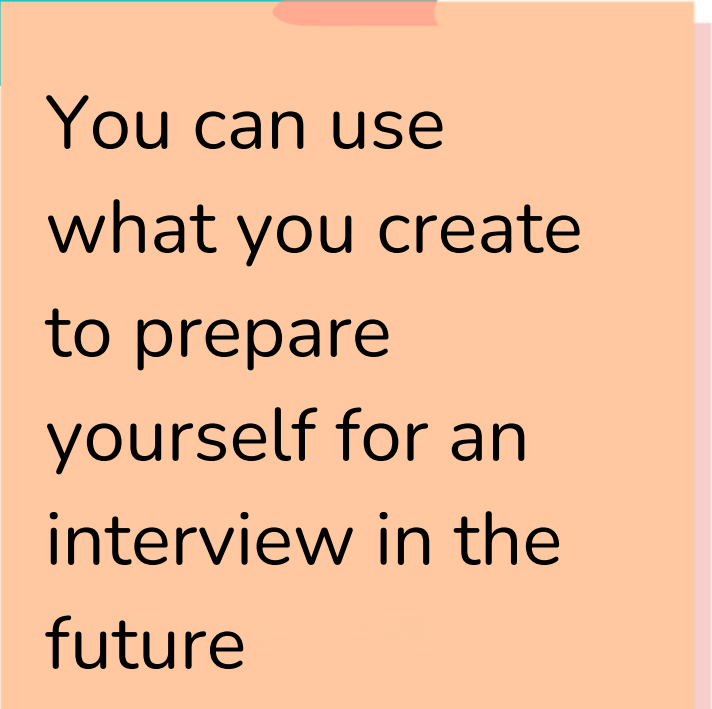
4. Aim to get to your interview 15 minutes before the start time.

A yellow, irregularly shaped badge with a scalloped edge, containing the word 'Activity!' in a bold, black, sans-serif font.

Activity!

Interview Questions:

In pairs, sit opposite each other and have a go at answering the interview questions. After you've got through the questions you can switch over.

A light orange rectangular note with a small grey tab on the top left, containing text about using the activity for future interview preparation.

You can use
what you create
to prepare
yourself for an
interview in the
future

Gather your own information



Ever heard the phrase: **‘you’re interviewing them as much as they’re interviewing you’?**

Well it’s true! Whilst you won’t be leading the interview questions, you will be able to gather information from the job interview about what the company might be like to work for.

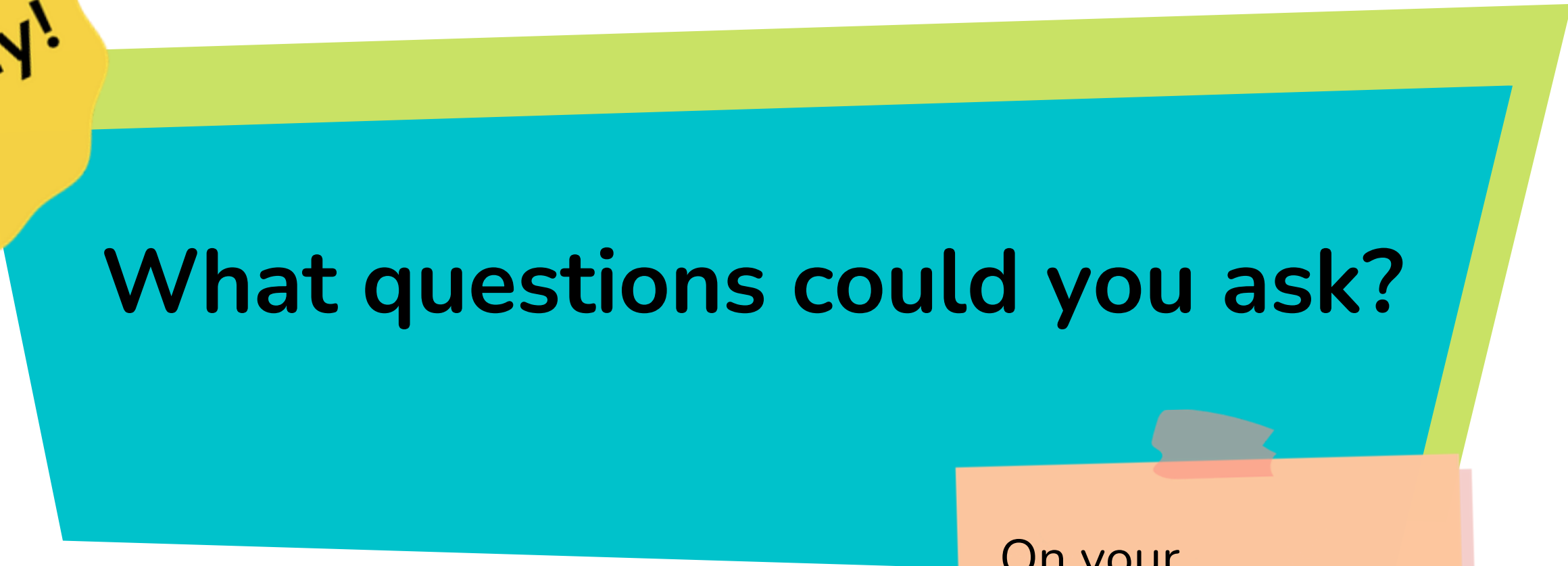


Things to look out for:

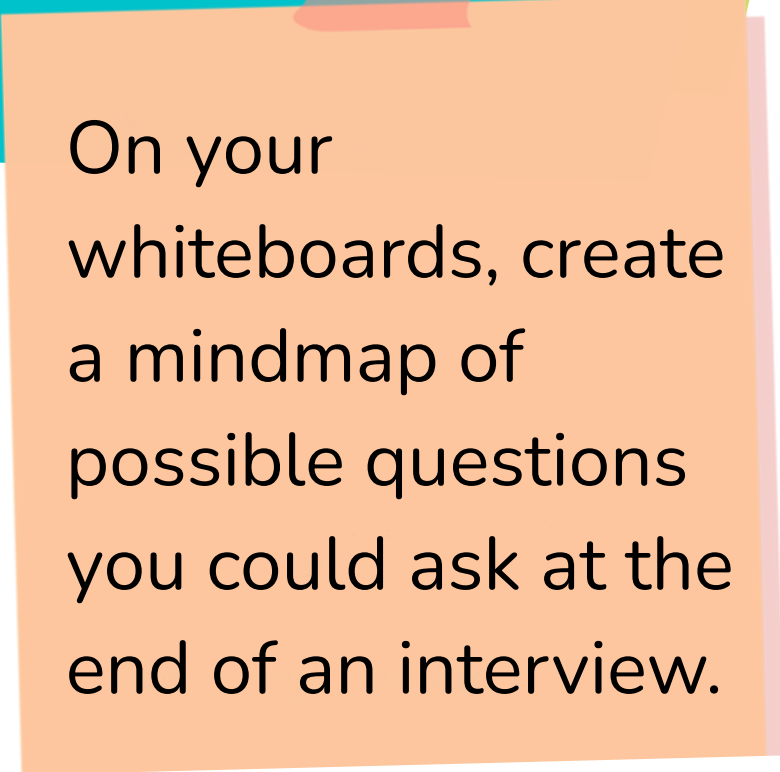
- How welcoming are the interviewer and other staff members you have met?
- Has the interviewer been consistent with details from the job advert?
- Do the company look after their staff well?
- Are they being clear about your hours and responsibilities?

A yellow, irregularly shaped badge with a scalloped edge, containing the word "Activity!" in black text.

Activity!

A large, light blue rectangular box with a green border, containing the main title text.

What questions could you ask?

A light orange rectangular box with a thin pink border, containing the instruction text.

On your whiteboards, create a mindmap of possible questions you could ask at the end of an interview.

Examples we came up with

You will usually be asked if you have any questions at the end of the interview.

You could ask:

- What would a typical day look like in this job?
- What opportunities are there for training and progression?
- Can you tell me more about the team I would be working in?
- What do you enjoy most about working here?
- What tools or technologies does the team use daily?



A yellow, irregularly shaped badge with a scalloped edge, containing the word "Activity!" in black text.

Activity!

Interview Timeline:

Create a timeline of what you need to do from being offered an interview to the day of the interview using the sheets provided.

Postcard Feedback

- Your feedback is anonymous (no need to write your name) and helps us to develop and improve our sessions.
- If you can't think of any improvements, please write 'nothing' for question one.
- There are no right or wrong answers, please answer honestly about what you think.
- If there are any questions you really don't want to answer, it is okay to leave it blank.
- If you have any questions, please ask us.

What others have learnt:

“How to present myself in an interview”

Find out more

Check out our website, and follow us on social media!



inspiring-choices.co.uk



[@inspiring.choices](https://www.tiktok.com/@inspiring.choices)



[@inspiring.choices.uc](https://www.instagram.com/inspiring.choices.uc)



[@InspiringChoicesUC](https://www.facebook.com/InspiringChoicesUC)