

Interviews made easy



What we will cover:

- Different types of interviews
- Do's and Don'ts
- First impressions
- Body language
- Questions
- Mock Interviews

Types of Interviews

Find out what kind of interview you will be attending so you can prepare accordingly

- Individual Interviews
- Group Interview
- Interactive Activity
- Presentation
- Exercises



Top Tips – Do's

Prepare

- Examine your CV/Application
- Think of questions you could be asked



Share

- Share your experiences when trying to highlight which skills you have developed
- Give 'real-life' examples

Research

- Carry out research about the company/university
- Ask questions
- Ask for feedback

Top Tips - Don'ts

Language

- Remember this is a formal situation
- Keep controversial topics and strong minded opinions to yourself

Honesty

- Under no circumstances should you lie



Nerves

- Walk confidently, take your time to answer, ask for clarification when you need it remember that the interview is just another person

Questions

- Don't ask questions related to money

First Impressions

Appearance

- Dress smartly, look attentive, and speak clearly and confidently.



Check and Confirm Details

- Ensure that you have all the correct details
- Arrive early and make sure you know the name of the interviewer.

Location

- Find out where the venue is beforehand and plan your journey accordingly.
- If you will be late, ring and let them know as soon as possible - having a watch is key.



Body Language (Posture & Non-verbal Communication)

Respect

- Treat everyone with respect, not just your interviewer but also other members of staff and other competing candidates.
- Turn your mobile phone off and ensure you have no disturbances.



Focus

- Remain focused at all stages of the interview and give your undivided attention.

Action and Attitudes

- Do not slouch in your chair, fidget around or do anything else that makes you look disinterested.

Many of these questions are likely to be asked in an interview,
and these could take many different forms-
How would you answer some of these questions?



Activity 1: Lets practise together!

Materials required

- Sample Interview Questions

Time

- 5 minute preparation time
- 10 minute interviews each
- 5 mins feedback

Task

- Read the questions which you want to ask your partner
- One of you will interview the other, asking questions from the interview sheet
- When you are done, swap roles

Lastly...

- Is there anything you would do differently when you have your next interview?
- Name one element that could help you better prepare for the interview



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**Any
Questions?**