

You may also be asked to give examples of how you have shown a wider variety of skills that are important in the work place and for studying.

These could include being asked to give examples of how:

- You have achieved a goal
- You build relationships with others
- You work as a member of a team
- You have motivated others/you have led a team
- You have used problem solving skills
- You have demonstrated creative thinking.

You can prepare for these questions in advance and if you cannot think of any examples, ask your friends, teachers and family.

Next Steps

Think over the strengths and areas for development that you have discussed with your mock interviewer. What do you need to do to improve?

Use the space on the back of this guide to write down two targets to help you excel in your next interview.

Target one:

Target two:



How to Succeed in Interviews



www.teamdancop.co.uk

info@teamdancop.co.uk

Before You Arrive

Be prepared days, if not weeks, in advance! Make sure you know where the interview is, how you are going to get there and how long the journey there will take you.

Appearance

- Know what you are going to wear and make sure that it is clean and ironed.
- Try your outfit on and make sure that it is suitable for the interview and you are comfortable in it.
- If you are not sure what the dress code is, contact the interview organiser and ask them.

Do Your Research

- Re-read your application form and CV. Compare them to the course/job description and person specification.
- Prepare examples of how you meet the requirements of the course/role.
- Research the institution/company that you are applying to. Find out what you can about them and how you will fit in.
- Think about why you are the ideal candidate - what skills and experience do you have?

- Don't forget to think about the transferable skills that companies and institutions are looking for and how you can show you have these skills. These skills include:

communication	motivation
team work	leadership
organisation	creativity
time management	problem solving
adaptability	flexibility

Come up with an example of how you have demonstrated each of these and be ready to refer to them in your answers.

The Interview

You are being interviewed because your application was good – well done! The interview allows you to explain in more detail why you are the right person for the job or course.

- In your interview, show the interviewers that you are genuine, passionate and enthusiastic.
- Be yourself at your best and don't lie or exaggerate as you will be found out.
- The interviewers will know that you are nervous so don't worry, it shows that you care about making a good impression.

Interview Questions

It is possible to prepare some answers in advance as it is likely that specific questions will come up in your interview. The most likely questions will be:

- Why do you want this job/to study this course?
- Why do you want to work for us/ study with us?
- What aspects of the job/course interest you most?
- What do you think the main challenges of the job/course will be? Why does this appeal to you? How will you prepare for these challenges?
- What have you done that prepares you for this job/course?
- What current news story has caught your attention? How might it relate to what we do?

It is important to do your research in advance so that you are ready to answer these questions. Find out about the company or institution and the job or course that you are applying for. Most of all, know why you want to join them and why you have chosen that job/course - if you can't answer this question, you are in trouble!