

# Interview Skills

## Job, apprenticeship and college interviews

# Learning outcomes

To understand what to expect in an interview:

- Understand the different types of interviews and questions that might arise
- Apply this to college, job and apprenticeship interview scenarios
- Develop your communication skills to help prepare for an interviews

# Why do colleges and employers use interviews?

- Virtually every person will go through an interview at some point during their life, whether it be for a job or apprenticeship, college or university course, or a volunteering role
- The purpose of an interview is twofold: It shows the employer what you can do for the company, and it gives you an opportunity to assess whether your qualifications and career ambitions align with the position and company or course

# Types of interview

- There are many different types of interview that could be used, and increasingly, telephone and virtual interviews are very popular
  - Telephone Interview
  - Video Interview/Virtual Interview
  - Panel Interview
  - Assessment Day
  - Group Interview
  - Individual (face-to-face) Interview

# Common questions

- Tell me a little bit about your skills and experience that are relevant to this position.
- Why do you want to study this course or get this particular job/apprenticeship?
- What are you hoping to gain from this course/job?
- Why did you choose this institution/or company?
- What are your weaknesses?
- What are your strengths?
- Where do you see yourself in 5 years?
- What 3 things do you want us to remember about you after this interview?
- Do you have any questions?

# What are Competency Based Interview questions

- **Competency-based questions** are interview questions that require candidates to provide real-life examples as the basis of their answers. Candidates should explain why they made certain decisions, how they implemented these decisions and why certain outcomes took place.
- It's worth thinking through your experiences and knowledge and considering about how you would answer these types of questions.

# Typical competency based interview questions

- Describe a situation in which you **led** a team.
- Give an example of a time you handled **conflict** in the workplace.
- How do you **maintain good working relationships** with your colleagues?
- Tell me about a big **decision** you've made recently.
- What has been your biggest **achievement** to date?

# How to succeed

- 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!
- 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.

# How to succeed (part 2)

- 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

# Good questions to ask the interviewer

- Can you tell me more about the day-to-day responsibilities of the role?
- How could I impress you in the first three months?
- Are there opportunities for training and progression within the role/company?
- Where do you think the company is headed in the next five years?
- Can you describe the working culture of the organisation?
- What do you enjoy about your job?
- Can you tell me more about the team I would be working in, if I were to be successful?

# Preparing for an interview

Check  
where  
and  
when

Bring your  
notes and your  
personal  
statement

Don't forget  
important  
documents

Be ready  
for  
questions

Know your  
stuff

Practice

Sleep  
well!

# Top Tips

1



DRESS  
APPROPRIATELY

2



ARRIVE IN  
GOOD TIME

3



BODY  
LANGUAGE

4



EXPECT THE  
UNEXPECTED

5



ASK QUESTIONS

## BE YOURSELF!

# Post-Interview

- **Make notes** – if you have more interviews coming up, it might be handy preparation to write down the questions and answers you've already had
- **Reflect on how you did** – decide what worked well and think of new answers for areas you want to improve in
- **Sit back and wait**
- **Feedback** – whatever the outcome, remember to ask for feedback to help you improve at your next interview

# Useful website links

- <https://barclayslifeskills.com/i-want-to-prepare-for-an-interview/school/>
- <https://www.reed.co.uk/career-advice/how-to-prepare-for-an-interview/>
- <https://www.prospects.ac.uk/careers-advice/interview-tips>

# Learning outcomes

To understand what to expect in an interview:

- Understand the different types of interviews and questions that might arise
- Apply this to college, job and apprenticeship interview scenarios
- Develop your communication skills to help prepare for an interviews
- Be confident when preparing for an interview
- Try answering some of the interview questions that were provided in this session – either write notes or practise with a friend how you would answer these questions

Thank you