

# Job Applications and Interviews

## Guidance for interviewee

It is important that you prepare for an interview to improve your chances of success in getting the job.

Review the job advertisement, job description and person specification before the interview:

- Think about the key skills required for the job role and try to think of examples which will enable you to demonstrate those skills

Do some independent research on the organisation:

- What is the organisation's main business and how does the job role fit into the overall structure?
- Is the organisation, local, national or international and how is it divided up?
- Who are the organisation's main competitors?

Interview preparation:

- Read through your application form/CV so that you can ensure you remember what is on it
- Prepare for questions that you may be asked
- Prepare questions you want to ask the interviewer
- Check the location and time for the interview and ensure you arrive in good time
- Note the name of the interviewer(s) so that you can formally address them by name
- Take a pack of the important documents with you: a copy of your covering letter, application form/CV and certificates of qualifications you have achieved
- Dress smartly
- Make sure you give the right signals through your body language, e.g. make good eye contact, speak clearly, do not fidget or slouch in your chair
- Switch off your mobile phone



**Below are some questions you might want to ask at your interview.**

1. Why is the position vacant?
2. Why did the previous post holder leave?
3. What training will I be given to do the job?
4. Who will be my immediate boss/manager?
5. What are the prospects of promotion?
6. What are the working hours?
7. When will I be notified if I have been successful at interview?
8. When would you want me to start?

We recommend that you consider asking four of the above questions to your potential employer. When choosing, think about which questions are most important to you.