



South Devon College
CAREERS AND EMPLOYABILITY CENTRE

Employment: Preparing for an interview

Booklet



South Devon College



southdevon.ac.uk | 08000 380 123



Introduction

This booklet will help guide you through the necessary steps to make sure that you are as best prepared as you can be for that all important job interview.

Careers and Employability Centre

The Careers and Employability Centre at South Devon College offers a broad range of services. We look forward to assisting you with...

Pay information Employee rights

Training Local opportunities

Employment Job searching **Help**

Curriculum Vitae Employers *Online*

Moodle Covering letters Support

one to one Application forms

Interview techniques *Part time*

Salary Deductions Recognition

Personal Achievement **Guidance**



“I’ve got an interview!”

Well done! You have done the hard work to get recognised.

You were invited because they want to meet you and find out more about you. It’s your chance to impress them...

“I’ve got to be ready – Prep, prep, prep”

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

“What should I be prepping and when?”

It is important that you prepare for an interview in steps:

- The week before
- The day before
- Interview day preparation

The following pages go in to further detail on the above steps of the interview preparation process.

“What can I get ready the week before?”

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?

Re Check the location and time for the interview and ensure you can arrive in good time.

Prepare a pack of the important documents to take with you: copy of your covering letter, application form/CV and certificates of qualifications you have achieved.

“What can I get ready the day before?”

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
- Prepare for questions which the interviewer may ask you
- Prepare questions you want to ask the interviewer

Also...

- Prepare your interview clothing ready for the next day
- Check weather forecast and any transport delays
- Plan to arrive at your interview 20 minutes before your appointment time

Get an early night and set your alarm clock!

“What can I do on the day?”

Fear or excitement?

- Dress smartly
- **Reread** through your application form/CV so that you can ensure you remember what is on it
- Note the name of the interviewer(s) so that you can formally address them by name
- Take the pack of the important documents with you: copy of your covering letter, application form/CV and certificates of qualifications you have achieved

“What can I do at the interview?”

Switch off your mobile phone before entering

- 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, smile
- Thank the interviewer for seeing you

“What might the interviewer ask?”

Here are some typical interview questions you may be asked:

1. What do you know about our company?
2. Why do you want to leave your current job?
3. Do you prefer working in a team or on your own?
4. What are your strengths?
5. What are your weaknesses?
6. Why do you want to work for our company?
7. Where do you see yourself in five years from now?
8. What questions would you like to ask me?

This section continues overleaf...

“What questions might I ask?”

We recommend that you consider asking 4 of the below questions to your potential employer. When choosing, think about which questions are most important to you.

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?

Good luck!

The Helpzone Team





moodle.southdevon.ac.uk

Enrol on the Careers and Employability Centre page
(under Whole College Resources)

nationalcareersservice.direct.gov.uk

prospects.ac.uk

giraffecvs.co.uk

reed.co.uk/cvbuilder

youtube.co.uk

monster.co.uk

Useful websites for Career Finders:

targetcareers.co.uk

kudos.cascaid.co.uk

See a Careers and Employability Centre or Helpzone staff member for assistance.

allaboutschoolleavers.co.uk