

Interview Tips



If you need help or advice, drop into our Progression+ Centres and see our Progression+ teams.



[ccgonline.chichester.ac.uk](https://www.linkedin.com/company/ccgonline)



<https://www.chigroup.ac.uk/our-group/>

Different Types of Interviews

- In order to gain employment or entry onto a course, it is common practice to be invited to an interview. There are many different types of interviews and sometimes more than one interview may be required to get the job/course.
- In order to be best prepared, consider the job/course you are applying for and do your research! Book a mock interview with progression+ to help with your preparation.
- These links have further guidance and advice:
 - ⇒ [Interview advice | Careers advice | National Careers Service](#)
 - ⇒ prospects.ac.uk/careers-advice/interview-tips
 - ⇒ barclayslifeskills.com/i-want-to-prepare-for-an-interview/school

TELEPHONE INTERVIEW

These are used to decide who to invite to a face to face interview. Usually quite brief. Make sure you are in a quiet location and prepare in the same way as you would for a face to face interview.

FACE TO FACE INTERVIEW—COMPETENCY BASED

It is common practice to be interviewed by a small panel of people who will ask you a set of pre-prepared questions designed to assess if you match the requirements for the role. You may be tested on different situations e.g. ‘tell us about a time when you helped solve a problem’ use the STAR technique **on page 3** to respond to these types of scenario based questions.

VIDEO INTERVIEW

Due to the pandemic we have seen an increase in video interviews which take place remotely. Be aware that you may be faced with two different styles of interview.

Live video interview—you will follow a similar format to that of a traditional face to face interview where you will be asked a series of pre-prepared questions to test your suitability for the role.

Pre-recorded video interview—where you will be required to record yourself answering questions often within a set time limit. To prepare for either test the technology in advance, consider a suitable location to conduct the interview and ensure you are professionally dressed.

Different Types of Interviews continued

INDIVIDUAL ASSESSMENTS

Used to test if you have the required skills & competencies for the job. These may be completed prior to a face to face interview or during an interview; these can be online, multiple choice or timed. Possible types of assessments may include numeracy, literacy, logical reasoning or personality based tests. For more in depth information about tests please see- [-Interview tests and exercises | Prospects.ac.uk](#) You can also practice tests here- [How to prepare for psychometric tests | National Careers Service](#)

GROUP INTERVIEW

These types of interviews are designed to assess how candidates work and communicate in a team. These interviews tend to involve more than one activity e.g. roleplaying scenarios, group tasks or group questioning. Always try to contribute to show your skills and confidence as a potential employee.

ASSESSMENT CENTRES

Used to assess whether a number of candidates are suitable at the same time. Can last a whole day and tend to involve a mixture of group and individual activities.

Things to consider

- Your skills, qualities, strengths, weaknesses and values
- Career goals
- Past experience, academic background, extra-curricular activities
- Prepare examples you could give as evidence at your interview, employers want to hear how successful these examples have been. If you don't have any examples to give yet, think of what you would do in these situations and tell them about it positively.
- Use the **STAR** technique to help you respond to interview questions:

Situation	Give them a little background
Task	Tell them what you had to do
Action	Tell them what you did
Result	Tell them the outcome!

Before the interview

- Research, Research, Research! Find out everything you can about the course, job/ company. Review the website, key policies and history. Get to know the company culture.
- Know the products/services/customers and where offices are based.
- Think about the industry, be prepared to comment about this in your interview. Read the news and be up to date on any key developments!
- By doing your research it gives a good impression and proves you have initiative and a real interest in the job/institution.
- By having thought about what you may be asked you will improve your confidence and ability.
- Consider why you would like to apply?
- Be enthusiastic and promote yourself, highlight to the interviewer you would be an asset to their company/institution.
- Try to be natural and answer honestly. Remember you have been selected for interview so you meet the criteria, the interview is to demonstrate you would be a good fit for the company.

At the interview

Punctuality is key! - Aim to arrive five minutes early, remember to take a contact number to phone in case of any issues on your way.

- Dress appropriately - be clean, smart and presentable.
- Consider your body language:
 - Confident firm handshake at the start and end of interview
 - Stand up straight, walk tall, consider posture
 - Make and maintain eye contact
 - Smile! Look friendly and approachable
 - Don't fidget
- Have two or three questions prepared to ask at the end of the interview, to show you are professional and interested in the position/course.
- At the end of the interview thank the employer for their time, ask when you can expect to hear feedback if they do not advise of this.
- Learn from your experience - If unsuccessful, remember to ask for feedback to help with the next one.

At the interview continued

Do

- ✓ Research your journey
- ✓ Make sure you take all items required with you (e.g. ID/ certificates/CV)
- ✓ Listen carefully to questions and ask for clarification if you do not understand what you are being asked
- ✓ Consider your answers carefully
- ✓ Speak slowly and clearly
- ✓ Show enthusiasm & interest

Don't

- × Smoke right before the interview or chew gum
- × Try to be too relaxed as you may appear informal
- × Lie; always be as honest as possible. Interviewers want their candidates to be genuine
- × Immediately ask about pay and conditions. If you are offered the job, they will advise you
- × Try to use too many “ums”, “you knows” and other slang words.

GOOD LUCK!