



Job Interviews

Helpful Tips

Before the Interview

- Plan your route- if you are travelling by public transport make sure that you are clear where you are going and you arrive at least 20 minutes before your interview. This will give you some flexibility and mean you wont be rushing to your interview at the last minute.
- Many invites to interviews tell you who will be interviewing you. Do some research to find out more about the people on the panel.
- Take every opportunity you can to practice for an interview. Check to see if you have any local support agencies that can help you with your interview techniques. Although it can feel a bit odd, doing some role play and practicing answering questions out loud is really helpful and you can get some valuable feedback from this.
- ALWAYS prepare 2 questions that you would like to ask at the end of the interview. These should not normally be about salary but should be questions that demonstrate an interest in the company and your career with them such as training opportunities and more information about the company. It is ok to write these down and refer to them at the end of the interview. The panel will see this as evidence of good preparation.
- Prepare any information you have been asked to take to the interview such as certificates before hand.
- Spend time looking at the job description and person specification. Most interview questions are based on this.

The Interview

- ALWAYS DRESS SMART. Never make assumptions that just because the job may not require you to dress smart that you wont need to at the interview.

- Go mentally prepared to enjoy it. This is your chance to shine and prove you are the person for the job.
- If there is more than one person holding the interview don't be put off by this but mentally prepare yourself for this so it doesn't come as a shock.
- LISTEN CAREFULLY to the questions. This is to make sure that you give the right answers.
- Always be concise and support your answers with examples. This is important as it shows an understanding of the question and evidence from your own personal experience.
- SMILE and use eye contact. This is important as it shows that you are open and keen to communicate.
- NEVER be afraid to ask the interviewer to repeat the question or to ask if you can come back to the question later if you feel you want to add to your answer or have more time. An interviewer would rather you do this as it demonstrates that you are composed and means that you won't spend time not answering the question properly.
- Ask when you can expect to hear the outcome. Most interviewers will tell you as part of the interview but this is important so that you can expect when to hear if you have been successful.

After the Interview

- Congratulate yourself- you have done it!
- If you do not hear about the outcome when you thought you might- DO NOT WORRY. Sometimes this can be delayed. To help ease the pressure ring the company and explain the situation and ask if a decision has been reached.
- If you are not successful. Try not to be down. Ring the organisation and ask for feedback, what did you answer well, what do you need to work on? Be professional when receiving this feedback- you never know when another opportunity may arise with this organisation!

How useful was this information sheet tot you? Let us know your feedback. Please contact Jobsplus@hyde-housing.co.uk

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