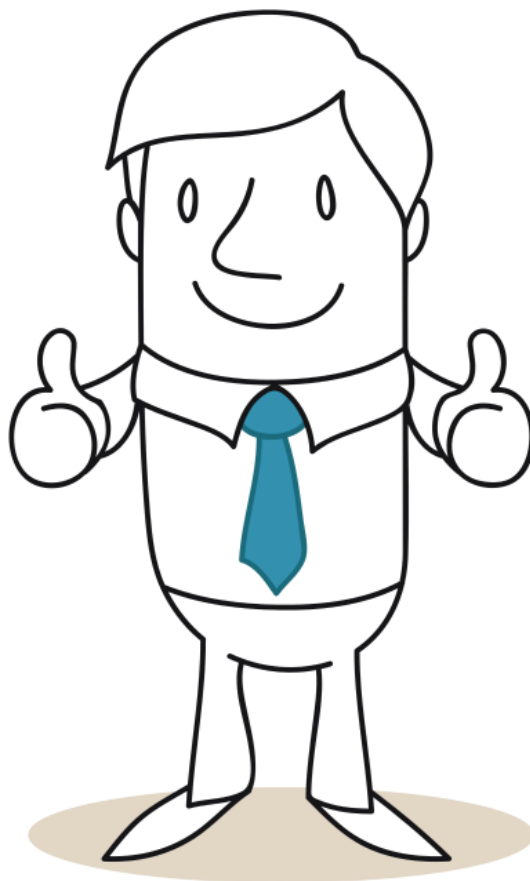


Apprenticeship
Recruitment



Are You Ready For Interview?

A guide to the interview process; before, during & after



Pathway Group
putting you first

Preparation is the Key

It is important that you prepare so that you are completely ready for your interview or assessment. This will help you relax and mean you hopefully have nothing to worry about.

Research:

Research is the key to knowing your potential employer. With a ton of information available on the internet about anything and everything, a few, well thought-out searches will provide you with a wealth of information.

It is important to know the core values of the organisation that you are going to be working for so that on the day you can mention these but also so you behave appropriately and show them that you will fit in well. Actions in this case definitely speak louder than words.

If they are in sales you might want to research their stock and sales figures and identify what markets they work in (including names) and if appropriate, where you can help them identify new or under-accessed target markets. If they provide services, what are these, who are their market? etc.

Read/Listen to all the Information Carefully:

Most employers will contact you by phone or e-mail to request an interview with you. If it's a phone call make sure that you are polite and take notes of where, when and what time the interview will be at. Keep this information safe and make sure that you research how to get there (maybe even take a practice run if you have never been there before.) If they email you make sure that you read all the information and take a note of it to have with you on the day. There is nothing worse than technology failing you at the last minute so BE PREPARED!

Dress to Impress:

This may seem obvious but it is important to remember that what you wear will have an effect on the employer. It will tell them about your personality, how serious you are about the interview and how you conduct yourself. If possible ask about the dress code before attending the interview so that you are comfortable knowing that you won't over-dress or under-dress but remember it is always important to look smart, clean and presentable.

Checklist

Location: Transport options, print a map,

When: Time & Date

Contact Details: In-case you can't find it or can't work out how to get into the building.

Clothing: Make sure that you have an appropriate outfit. If not make sure that you buy something before. If you know that there is a certain style or dress code (for example, if you are going for an interview in retail) then dress appropriately for this.

On The Big Day

On The Way

Arrive Early

Make sure that you leave plenty of time to get there. Even if you are there early you can sort yourself out from the commute instead of running in. Take some time to gather yourself together.

Bring Any Relevant Information with You

If the employer has asked to see specific documents then make sure that you remember to bring these. You could also bring examples of voluntary work or school work that you think might be helpful as a visual aid when explaining something in your CV.

During the Interview/Assessment

Be polite:

Shake the interviewers hand and greet them. At the end of the interview/assessment thank the person who has interviewed you.

Body Language:

Make sure that you have positive body language. This could make or break the interview. Bad body language suggests that you aren't interested whereas good, engaging body language will show them that you are fully engaged in what they are saying.

Think Before You Answer:

It is really easy to get nervous in the moment and just keep talking or find you are so nervous you have nothing to say. However, remember that the interviewer just wants to get to know you. They have already decided that you sound interesting and have the right qualifications and experience. Also remember that your interviewer doesn't need to know about your whole life. They need to know about the reasons you are great for the job and that you are an interesting, confident person who will fit in well in their team.

Be Positive:

Being positive will make people feel happy and comfortable around you. There is such a thing as a positive vibe in an interview.

After the Interview

Try not to Worry

It's really easy to over analysis your performance after an interview. If you really loved the position and want it then that is really good but now the decision is out of your hands so worrying won't help. Just make sure that you have your phone close in-case they call you and/or check your emails regularly depending on how they said they would contact you and when. If you are successful: Well done!! Now you just need to find out when you will start, what the hours are and what you need bring with you on your first day. Don't forget to thank them for the opportunity and that you are really looking forward to starting.

If you are Successful

Never mind! There are plenty more opportunities out there which are better suited to you.

Example Questions to Practice

Can you tell me a little more about yourself?

This is a common first question and it is designed to get you talking freely and openly. Firstly, relax, they just want to know some relevant information about you and what makes you different. You should practice this question before going to an interview because it will mean that you are less likely to waffle and you are less likely to say something silly. Think about your education and what it has taught you,

how it has made you the person you are and how this applies to the job that you are applying for. Have you been influenced by other people or work experience to have a passion for a certain industry (hopefully the one you are currently being interviewed for!) Also, make sure that you include something about you as a person in general e.g. do you have a hobby that you love etc. The point is to be truthful and let them get to know you.

How would you describe yourself?

The interview/assessor will ask you this question because they want to get a better idea of you as a person and also how you perceive yourself. It is best to talk about your personality. What do you think the best thing about you is? If you find this hard ask your friends and family before the interview and get them to give you examples. Not only will this help you with your interview but you will know how much your friends and family appreciate you.

What are your strengths?

The interviewer wants to know how your strengths will help you in the job that they have on offer. Make sure that you have a few different strengths and examples to back these up.

Where do you want to be in five years' time?

Your employer wants to know that you have ambition whether that is to find a steady job that you want to do for the next twenty years or work your way up. Make sure that you say that if you were offered the job that you would love to have developed your experience and talents within their company in the next five years' – After all no-one wants to hire someone who isn't going to be around more than a couple of months.

Why do you want to work at our company?

The interviewer wants to make sure that you have thought about you would like to work at their company specifically. This is where your research will come in handy to give you an idea of what that company does that really interests you, if they have any core values that you identify with or have a passion for etc.

Describe a situation where you have worked in a team/given good customer service? Etc.

The Story Question: The interviewer wants to know how you relate to others and what role you take in a group setting. Tell them about the situation by outlining what happened, what role you took and the task of the group overall if applicable. Describe any problems that arose and how they were dealt with. It is good to have an idea of a couple of example of different situations depending on what variation of this question they ask you.

Considering taking an Apprenticeship and/or want to get more interview advice?

**For more information call Apprenticeship Recruitment on: 0121 707 0550
Or email: info@pathwaygroup.co.uk**



NOTES

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