

INTERVIEW

TYPES OF INTERVIEW

- There are many different types of interviews, and expect to have a mixture of them.
 - Technical
 - HR
 - Chat
 - Outside of formal interview interview
 - Phone
 - Competency based
- Large companies you will probably have a series of interviews and definitely some competency based component.
- Small companies may be less formal, but you will need a similar set of skills.
- The interviewers are normally there to get the best out of you and not trip you up.

If you are not told what interviews to expect, then ask in advance so you can prepare.

Go with a plan of how you are going to stay calm and collected on the day. The interviewers will know there will be some nerves, but being as calm as you can will help you perform well. Find what works for you in advance: deep breathing, favorite mascot, lucky socks however seemingly daft if it works for you roll with it.



INTERVIEW PREPARATION

- Learn about the company and know why you applied there.
- Go with a list of pre-prepared questions to ask.
- Get all your documentation together before hand and take it with you.
- Dress appropriately.

Ideas of things to know about the company:

- Where their regional and international branches are
- How many staff they employ
- The sectors they work in
- The types of departments they have
- The product they manufacture/create
- Their ethical outlook
- The charities they are involved with



COMPETENCY INTERVIEWS

- This is one of the oddest form of interviews, but it is prevalent.
- Look at a lot of competency questions.
- Get used to analysing the questions and what they are actually asking.
- Prepare a range of situations to use as answers.
- Then match the answer to the question.
- If you are asked for more detail, give it!

Below is an example of a table you can use to start building answers to your competency based questions.

| Work/skill/experience example | Summary sentence | Skills shown | Experience you want to highlight | Type of competency question suitable for |
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