# BASIC DOS AND DON’TS FOR JOB INTERVIEWS

**Why are interviews used?**

Can you do the job? (do you have the skills, knowledge, qualifications and experience?)

Will you do the job? (are you motivated and enthusiastic?)

Will you fit in? (do you have the outlook, mentality, viewpoint they are looking for?)

 *Remember – it is a two-way process! A conversation with a purpose.*

**Preparation for interviews:**

Confirm your attendance and find out about the interview process

Plan your journey and the time it will take to get there. Leave plenty of time.

Re-read your application form or CV, and take a copy with you.

Prepare examples to illustrate your skills. Think about your strengths and weaknesses, career ambitions etc.

Research the job role and organisation so you can demonstrate a clear understanding when answering questions.

Prepare questions to ask the interviewers – remember it’s a two-way process.

Book a mock interview with Careers to practise before the real thing.

Dress to impress – but ensure suitability!

**Prepare for the questions you might be asked:**

*Why do you want this job?*

*Why do you want to work in finance, marketing, HR etc.?*

*What are your strengths and weaknesses?*

*What is your biggest achievement?*

*What makes you suitable?*

*What can you bring to this role?*

**Some key dos at interviews:**

Arrive in good time.

Be polite to *everyone* you meet.

Listen carefully to the questions and take your time in answering.

Ask for clarification if necessary.

Answer using evidence – ***remember STAR***.

Competency-based questions: ‘*Describe a situation when you contributed to a team you were involved in. What was your contribution?’*

Be enthusiastic, smile and be yourself.

Remember first impressions and body language.

**Some key don’ts at interviews:**

Remember *never* to do the following:

Be late for an interview.

Take a mobile phone or pager to an interview.

Smoke prior to an interview or chew gum during an interview.

Be rude to the receptionist or administrative assistant.

Take anything with you into the interview other than a portfolio/folder (a conservative handbag is okay for females).

Take a friend or relative to an interview.

Ask ‘How did I do?’ at the conclusion of the interview.

Be negative.

Fidget, mumble, interrupt or waffle.

Use inappropriate humour.

Answer just ‘yes’ or ‘no’.

Use slang or jargon.

Appear disinterested.

Act arrogant.

Lie.

**‘Do you have any questions for us?’**

The job, organisation, department, team etc.

Training.

Opportunities for progression.

Information which may affect your decision (e.g. assistance with accommodation).

(*Don’t ask about*: things on the website or in the literature; trivia e.g. holidays over Christmas; pay, pensions and benefits; how you have performed at the interview.)

**Afterwards …**

Remind them who you are by following up with a thank you email/letter.

Reflect on your performance, get feedback, and seek further help from Careers.