

# Interview Preparation



You don't know what questions you will be asked at interview but it's very common to be asked an **introduction question**. This could be 'tell us about your experience', or, 'what skills can you bring to the job.'

This is something you can prepare in advance to give yourself a strong start. It summarises your application to remind the panel, shows that you can clearly explain yourself & makes a good first impression.

Aim to have perhaps 4 bullet points of the important things you want to say, highlighting your key experiences & skills & adding some detail that shows how it meets the vacancy points. This whole summary may only be one or two minute & that's fine. When it's finished you can ask, 'is that enough? Would you like any more details?'

These points could include work experience/ volunteering, education or training, & also relevant non work activities & personal experiences.

- Look at the job specification & highlight parts that match your experience.
- Summarise your previous experience/ training, including any direct or transferable experience
- Present this in a logical clear order, for example most recent to oldest experience or by skills areas
- Prepare your introduction answer & practice it so you are confident.



## Tips to remember

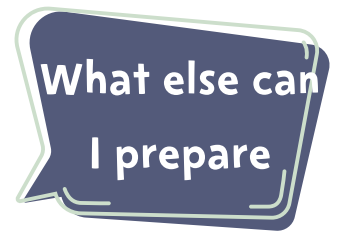
- Voluntary experience is also relevant work experience
- You may be changing your career but you have transferable skills so share these
- If you gained experience outside of the UK, this is relevant too
- Point out parts of your experience that are relevant; team work, customer skills etc.
- If you took a career break to be a parent or carer, include this to explain work gaps
- If English is not your first language, your additional language is also a skill

**Most importantly, if you don't say it, they don't know it! The interview panel won't necessarily remember your application so don't hold back details, even if you think you are repeating yourself**

## Other common questions you can prepare for

If you read through the job description & the person specification it will tell you what the employer is looking for so it's likely that interview questions will be based on these points. Some JDs even include how different skills & experience will be assessed & which will be assessed at interview.

As well as the introduction question, interviews often include other common question topics but can be worded differently. They could ask for a relevant example or how you would deal with a particular scenario but the topic is the same so you can prepare for this too.



## Common Questions & different wording examples

<b>TEAM WORKING SKILLS</b>	Tell us about when you have worked within a team to complete a task What are the key skills to working effectively within a team
<b>GOOD COMMUNICATOR</b>	Give us an example of how you have communicated effectively with different groups How would you ensure you communicate appropriately
<b>ORGANISED</b>	How do you ensure you complete all of your tasks to deadlines Tell us about a time you have had to manage conflicting deadlines

## Using the STAR method to answer questions



Your answers should demonstrate you understand the question, & that you can put it into context. Using the 'STAR' method is a good technique to practice.

<b>S</b> ituation	When did this happen? What role were you in
<b>T</b> ask	What was the task you were doing
<b>A</b> ction	What did you do
<b>R</b> esult	What was the result

**There's lots of things we think we can & can't say in an interview but is this true? An interview is a two way conversation, to help you decide if you want the job as well.**

- > Referencing work limitations/ impacts due to a disability or health condition allows you to explain how you manage this
- > Some disabilities such as Dyslexia, Aspergers or Anxiety make interviews even harder. You can ask if it is possible to have question written down or in advance of interview as this will help you process - they can always say no!
- > Briefly explaining a work gap can reassure the employer, especially if you can add how you have been preparing for your return to work
- > We don't usually ask about salary in the interview because it's better to do this once you have an offer, so you are in a better position to negotiate!



## Contact us

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