



Interview Tips

When attending an interview remember that the interviewer is trying to find out as much about you and how they think you may be able to fill their role. Although, nerves may make you feel like they are just trying to trip you up, this is not the case. Make sure your answer will highlight how well you will suit the position through both experience, qualifications and personal qualities/skills.

- **Always have a copy of your CV** and notes on the Cover Letter/Personal Statement you used for application.
- **Remember - 3 E's** when answering evidence based questions.
 - **E - Example** – Give an example and describe the situation and your responsibilities in the circumstance
 - **E - Execution** – What did you actually do?
 - **E - Effect** – What were the outcomes?

Situation example

Question: We need people with initiative to fulfil this role. What examples can you give of using your initiative?

Answer: I did some volunteering with a local community group, which provided after school activities. The activities were often game based and outdoors. However, when the weather was bad, they often just had basic colouring and puzzle based worksheets for the children. I suggested that we raise money to fund the purchase of a DVD player and television, so that we could show films. I created posters with the young people to explain our fund raising to parents and others in the local community, which we distributed. We organised a cake sale, sponsored events and I also set up a Just Giving account. We raised more than the sum required and were also able to purchase a games console.

Sample standard questions

1. What do you know about our company?
2. Tell me about yourself, why have you applied for this role?
3. What are your strengths and weaknesses?
4. Describe a situation where you have been part of a team/used your initiative.
5. What do you expect to be doing in 3-5 years from now?
6. How would your friends/colleagues describe you?

Sample questions for you to ask

1. How would you describe the company culture?
2. What induction, training and development does the organisation offer?
3. What are the three things that would make someone an outstanding success in this role?
4. What scope is there for promotion within the team/organisation?
5. What is the next step in the process?