



Interview skills

Age range: 14+

 **BARCLAYS** | LifeSkills



Interviews are a two-way process

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- Describe the job
- Get to know the person
Find out about their personality, qualities and skills
- See if the person would be able to do the job
- Find out more about the job



- Perhaps meet the person they will work for
- Have a tour of the workplace
- See if they would like the job
- Ask questions about the role or organisation

Getting to know different types of interview



Online



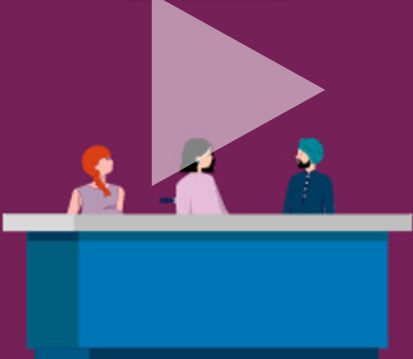
Phone



Face to face



Video



Panel



Group

The STAR model



Using STAR

"Can you tell me about a situation when you had to work as a team? What challenges did you face, and what did you do to overcome them?"



Top tips

- Practise answering some common questions
- Every question is an opportunity to 'sell' each of your skills, like teamwork or communication
- If you're not sure what a question means, ask
- Interviewers may ask challenging questions – respond positively and be honest
- Remember, the interviewer doesn't expect you to be perfect
- You might be able to take a trusted person with you

Planning for an interview

When the interview is confirmed

- Researching the organisation
- Thinking about possible questions and answers
- Accessibility support
- Checking the location and planning your route
- Considering what to wear

A few days before the interview

- Practising responses you might be asked
- Preparing questions to ask

The night before the interview

- Reading through notes
 - Double checking travel plans
 - Getting a good night's sleep
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Top tips

- Know when and where your interview is
- Plan your journey and timings
- Research the job organisation
- Plan answers to some common questions
- Have a smart outfit ready and clean for the day
- On the day, be positive and show you're interested

Interview one

1. Tell me about yourself

2. What do you know about our organisation and the sector you have applied for?

3. Tell me about a situation where your communication and collaboration skills made a positive difference to something you were working on

4. Tell me about a time when you found a simple solution to a complex problem

5. Describe a situation where you worked in a team. What role did you take, what did you learn and what did you achieve?

Interview practice

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What can you do to show your best self in a face to face interview?
Remember to think about:

Your body
language and voice

How you can
describe your skills and
give evidence to support
your answers

How you greet
the person

What questions
you can ask them to give
a good impression

What you wear

How you say
goodbye and leave
the interview