

Resource Centre - Preparing for Interviews

Types of Interview Formats

- Assessments Centres - all day services of exercises/interviews presentations
 - Competency Based Interviews
 - Panel Interviews
 - One-to-one Interviews
1. **Establish what the format of the interview is going to be and how many stages in the recruitment process**
 2. **Find out how many people you will be seeing and what their roles in the company are?**
 3. **Make sure you have a copy of the job description and the person specification as this gives you the full information about the type of skills/experience and attitude the company are looking for**
 4. **From the competencies listed ensure you can;**
 - Evidence your experience against the competencies
 - Give examples of how you can demonstrate these - have both work and non-work based examples
 5. **Research the organisation**
 - Find out as much as you can about them both from their website and other sources
 - Why does this make them good to work for?
 - Why are you interested in the role?
 6. **Reread your CV and letter of application**
 7. **Plan your journey**
 - Find out where they are
 - Get directions and plan your route
 - Make sure you know how long it is going to take you to get there and plan to arrive at least 5 minutes early
 8. **Dress code**
 - Although dress code at work is often more relaxed, it is still important to be formally dressed at interview. A smart work suit and clean shoes always makes a good impression.