

Your Interview

At Work Wales we use our personal experience to help you with your interview techniques to give you the best chance possible of securing your next job as follows:

- We can help with background information about the company with which you are applying for a job
- We provide you with a list of the requirements (essential and desirable) for this job and help you to match your skills and experience to these requirements
- We give you a full description of the job that you are applying for and help you to list the reasons why you are a suitable candidate for this role
- We will let you know who is conducting the interview and their role and responsibilities
- Where possible, we will also endeavour to find out what format the interview will take (ie informal chat, numeracy/literacy tests.) so that you are fully prepared on the day
- We will also help you to identify and prepare some questions that you may wish to ask the interviewer

Interview Do's and Don'ts

Do's:

- Your research on the company
- Practice your answers
- Plan to arrive 10 to 15 minutes early.
- Look the part - Dress appropriately for the role that you are applying for (we can advise on this)
- Stay calm
- Be polite with everyone you meet during the interview process... they could be your colleagues in the future
- Where possible make eye contact with the person interviewing you and if there's more than one, look from one to the other when answering their questions
- Answer all questions honestly and as concisely as possible
- Back up your answers with specific examples based on your own experience
- Ask for clarification if you don't understand a question
- Ask questions yourself (it shows that you're interested in the interviewer and the company)

Don't:

- Ever turn up late
- Fidget or slouch
- Make negative comments about previous employers
- Falsify application information or answers to interview questions
- Focus on the salary and benefits immediately. This should be brought up by the interviewer. If not, enquire at the end of the interview
- Bring your parents, pet, mate