



HOW TO PREPARE FOR AN INTERVIEW

Gi Group UK



WHAT IS THE PURPOSE OF THE INTERVIEW

- To meet 1:1 with an employer
- To learn more about the position and the company
- To see if your skills and experience match with what the employer is looking for
- To get the job!

TYPES OF INTERVIEWS

- Panel Interviews
- 1:1 Interviews
- Telephone Interviews
- “Virtual” Interviews

VIRTUAL INTERVIEWS

- We are currently conducting our interviews virtually. This means that they are taking place via video calls.
- We usually conduct interviews on a digital platform called Microsoft Teams, which is free to download across different devices (smartphone, tablet or laptop).

BEFORE THE INTERVIEW

IT IS ALWAYS USEFUL TO GET INFORMATION ABOUT THE COMPANY AND PREPARE A LIST OF 4-5 QUESTIONS TO ASK THE INTERVIEWER

- Be prepared about the company by researching the company website or asking family/friends that may know about it
- Your research of the company may help you develop questions
- Do not ask questions about wages, benefits, or vacation. Instead ask questions about development opportunities, the working culture and training

BEFORE THE INTERVIEW

FIND THE LOCATION OF THE INTERVIEW

- Figure out where to park or how to reach the location by public transport
- Check public transport time tables for bus/ train/ metro and catch the earlier time to avoid issues with traffic or unforeseen circumstances
- Find the room number/ building
- Time your commute and allow extra time

BEFORE THE INTERVIEW

BRING EVERYTHING YOU MIGHT NEED

- ID/ work authorization (such as a passport, full birth certificate, national insurance proof or provisional/ drivers license)
- CV
- Pen and paper
- Folder or portfolio to keep everything together

BEFORE THE INTERVIEW

PREPARE A PORTFOLIO

- 2-3 copies of your CV (know your CV well!)
- References
- Key achievements

DRESS APPROPRIATELY

- Dress for the job you want – for instance, if your role is based in an office, wear business attire
- Look smart and professional to help make a great first impression and help you feel more confident
- Choose smart but comfortable shoes which you can walk in without difficulty. Feeling comfortable will help make you feel more confident
- Limit the amount of perfume/ aftershave you wear

BEFORE THE INTERVIEW

- To create the most positive image of yourself, try to prepare for your interview as much as possible (e.g. asking a friend or family member to conduct a mock interview with you as this will help reduce your nerves and create better answers).
- Be friendly and confident with the company staff, from the reception staff to the interviewer: people already working at the company are often asked for their first impressions of a candidate.
- When you introduce yourself, do it with a smile

P.S. Remember to switch your mobile phone off!

DURING THE INTERVIEW

FIRST IMPRESSIONS

- First impressions always count
- Be prompt and arrive 15 minutes early
- Shake hands firmly (before and after the interview)
- Remain standing until you are asked to sit

DURING THE INTERVIEW

NON-VERBAL HINTS

- Maintain your poise and posture. Don't slouch, yawn, or cross your arms
- Do not smell of smoke or chew gum
- Avoid doing anything to distract the interviewer

DURING THE INTERVIEW

NON-VERBAL HINTS

- Be truthful in describing your skills: answer honestly and do not give false information
- Don't be on the defensive
- If you don't know something be honest, but turn it into a positive by saying you are easily trained
- Always listen to the question and don't jump into the answer. Think about your answer, but avoid lengthy pauses. Don't be afraid to ask the interviewer to repeat the question for you.
- Maintain a polite and attentive posture

DURING THE INTERVIEW

ANSWERING THE QUESTIONS

- Speak distinctly with a feeling of confidence and enthusiasm, and avoid using slang words
- Be able to give a continuous record of all your jobs, dates of employment, wages, the exact nature of your work and reasons you left. If you have no work history use examples from school/ college/ hobbies.
- Express willingness and a desire to work hard and show that you get along with people
- React to the interviewer - smile and give your opinion or comment

DURING THE INTERVIEW

ANSWERING THE QUESTIONS

- Use the STAR technique to answer your questions:
 1. **Situation** – describe the event or situation that you were in
 2. **Task** – explain the task you had to complete
 3. **Action** – describe the specific actions you took to complete the task
 4. **Result** – close with the results of your efforts, any key achievements, any statistics and key learnings

AFTER THE INTERVIEW

POST INTERVIEW ACTIONS

- Wait to hear back, but if the date (promised) has passed and the recruiter has not contacted you, wait about two days to call them or send them an email
- Pay attention to the contact information you have provided on the CV or during interview