

# Interviews



## What can I expect in an interview?

Job interviews vary depending on the organisation. Some interviews will involve you being asked questions, other interviews may involve questions as well as practical tasks i.e. completing a test or giving a presentation.

## Futures Top 10 Tips:

- 1** Always arrive on time – getting there 10 mins early will really impress them!
- 2** Research the company and do your homework on the role.
- 3** Make sure you know where you need to go and who you need to ask for.
- 4** Always ask a question to the interviewer. This will show them that you are interested in the role and the organisation. Usually you will have the opportunity to do this at the end of the interview.
- 5** Give examples for every single question that they ask you i.e. 'What is your best personal characteristic?' – 'I am an excellent communicator. In my current role as a volunteer I have to communicate effectively with local residents to ensure that they are aware of the events that I am organising.'
- 6** Turn your phone off before you enter the interview.
- 7** Shake the interviewer's hand, introduce yourself as soon as you meet them and smile!
- 8** Make eye contact with the interviewer(s) throughout the interview.
- 9** Dress smart! Even if you are not sure whether you are attending a formal interview, it is always better to go dressed in office wear.
- 10** Be yourself!

## Questions you can ask in your interview

What types of training opportunities does the company provide?

Would I have an opportunity to work with other departments within the organisation?

Can you tell me about the team that I'll be working with?

How would you describe the work culture here?

What is the next step in the process?