

Interviews

Achieve Wonders

To speak to a member of the Student Services Team please call 01494 585555 and ask to be put through to Student Services.



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Amersham & Wycombe
College

Equal Opportunities

Amersham & Wycombe College positively respects, promotes and develops the diversity and ability of its current and potential learners, and values the contributions which people from a range of backgrounds bring to the institution.

PREPARING FOR INTERVIEWS

For any job you will have to go through some sort of interview. This may be a quick telephone conversation or a lengthy 'in person' interview.

An interview is basically an exchange of information and a two way discussion. It enables the employer or recruitment agency to find out more about you, the applicant. It also gives you the chance to find out more about the job and ask questions.

TELEPHONE INTERVIEWS

These can take a variety of forms:

Screening Interviews

Asking general questions about applicants interests and qualifications.

Personality Tests

Applicants are asked to give their reactions to various statements.

Selling Pitch

Applicants are asked to promote a product or service over the phone.

TIPS FOR TELEPHONE INTERVIEWS

- Speak concisely and clearly as possible.
- Before making the phone call, make some notes of things you may want to get across, for example strengths and relevant experience as well as questions you want to ask.
- Have a copy of your CV handy.
- Write down questions as they are asked so you can look at them whilst answering.
- Make sure you are using a telephone in a quiet area.
- Smile while you are talking to your interviewer.

FACE TO FACE INTERVIEWS

There are several types of face to face interviews, for example:

One to One Interviews—being interviewed by one person at a time.

Panel Interview— several people on an interview panel asking you questions.

Technical Interview— to see if you can do the job. This may involve some sort of test.

Group Interview— An assessment exercise with several applicant together.

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It is important to prepare thoroughly before your interview. This involves researching the organisation and the post and being able to describe your skills. Here are some ideals to help you do this:

- Re-read your CV or application form.
- Re-read the job advert and specification.
- List your main strengths in relation to the job.
- Write down the main points that you would like to get across in the interview.
- Make sure you find out as much as you can about the organisation, try a search engine on the internet to look for the information.
- Prepare answers to likely questions.
- Prepare some questions to take with you to ask the interviewer. Some will be answered during the interview but you will usually have a chance to ask questions at the end. Writing questions down before hand will help you remember things you want to know that haven't been covered.

EXAMPLES OF INTERVIEW QUESTIONS

- Describe yourself using three words.
- How do you reaction under pressure.
- What did you like/dislike about your previous job/work experience.
- What interests you most about the job
- What have you been doing since you left school/ last job.

- Describe a difficult problem you have dealt with.
- What skills would you like to develop and why.
- Do you prefer working alone or with others.
- Tell me about an achievement that you are proud of.
- Describe an occasion when you have worked as part of a team.
- What qualities can you bring to this company.
- Is there anything that you would like to add.

Be prepared to give examples in support of anything you say



TIPS FOR FACE TO FACE INTERVIEWS

- Arrive early—15 minutes before your appointment is sensible.
- Dress smartly—first impressions are crucial. It has been estimated that first impressions can be formed in as little as 3 seconds.
- Always try to keep your answers positive, do not volunteer negative information about yourself. Try to turn a negative into a positive.
- Keep your answers relevant to the job and make sure you answer the question.
- Make sure you get across your key selling points.
- Pause and give yourself time to think before answering.
- If you are being interviewed by a panel, try to keep all members involved e.g. try to make some contact with each of them.
- Most importantly, relax and be yourself.

AFTER THE INTERVIEW

If you are not sure what happens next it would be a good idea to ask when the interviewers expect to make a decision and how they will contact the interviewees.



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