



## How to ace an interview

When you think of interviews, it may sound like a daunting experience therefore, it is important to practice and be prepared.

You may have many interviews ahead of you. When you apply for a University place, a job or apprenticeship you may be asked to attend an interview.

Even though your CV is crucial in building a picture of you and your experience, an interview is your chance to really sell yourself!

What do you need to consider during an interview?

**‘Do’s’ and ‘Don’ts’ at interview:** Have a think and write down some top tips of what you should do at an interview and some things you should definitely avoid:

**Do’s**

**Don’ts**



## Did you get these right?

### Do's

- Research the role, company and industry
- Think of your skills that are most relevant to the role
- Prepare your own questions
- Wake up early on the morning of your interview
- Plan out the interview day in advance
- Try to stay calm during your interview
- Arrive to the interview early
- Prepare an appropriate outfit in advance
- Bring notes along to calm nerves
- Smile

### Don'ts

- Don't dress casually
- Don't arrive late.
- Don't eat, drink, or chew gum during the interview
- Don't answer phone calls or send or respond to texts during the interview.
- Don't act disinterested in the job or the employer.
- Don't answer questions with a simple "yes" or "no." Explain whenever possible.
- Don't fidget or slouch.
- Don't bring up or discuss personal issues

## The STAR Model

At an interview, you could be asked to give an example of a time when you...

- Led, or worked, as part of a team
- Dealt with confrontation
- Influenced others
- Took responsibility
- Failed at something but learned from the experience.

Using the STAR Model below, write up how you have used your skills and qualities in a specific situation.

### STAR Model

- **Situation**- Describe the circumstances in which you used your skills and/or qualities
- **Task**- Describe what needed to be done
- **Actions**- Describe what you did and how you did it
- **Results**- Write down what the outcome was-what did you achieve?

*The Careers and Enterprise Company (2019). Careers Lab Resources URL:  
<https://www.careersandenterprise.co.uk/careers-lab>*

*Live Career | Job Interview Dos and Don'ts URL:  
<https://www.livecareer.com/resources/interviews/prep/interviewing-dos-donts>*



## STAR Model

**Situation-** Describe the circumstances in which you used your skills and/or qualities e.g. write about a situation when you demonstrated one/some of the following:

- Resilience
- Positive attitude
- Creativity
- teamworking

**Task-**Describe what needed to be done

**Actions-**Describe what you did and how you did it

**Results-**Write down what the outcome was-what did you achieve?



## **Practice interview**

### **Task:**

Working alone or with a family member at home, practice asking each other some of the following questions and provide verbal feedback to one another. Before starting, remember your top tips above and your skills and qualities you wrote about on the previous page. Try and speak about your skills and qualities.

### **Interview questions:**

- Tell me about yourself
- What are your strengths?
- Give an example of when you have worked in a team
- Give an example of when you've been placed in a position of responsibility
- Give an example of how you've dealt with a problem
- Give an example of how you've worked under pressure
- Give an example of when you have shown resilience
- What are your weaknesses?
- What interests and hobbies do you have?

### **Notes:**