

Taking part in a job interview

Preparation for interview

- Phone, write or email to accept interview
- Read information from job description and/or person specification by using effective reading strategies such as skimming, scanning and reading for detail
- Make notes of or highlight key points from the information
- Use all the above to devise possible questions that the interviewer is likely to ask
- Note down possible answers to these questions and any examples of relevant experience
- Find information about the organisation (e.g. from their website or by asking others) that may help with the interview and demonstrate interest
- Prepare and note possible questions to ask the interviewer and practise an interview with a friend/colleague
- Gather together required documents for interview, e.g. evidence of qualifications, soft skills such as teamwork or communications, other work experience
- Plan what to wear and how to present yourself

Interview

- Take part in introductions
- Use strategies to clarify and confirm understanding, e.g. facial expressions, direct eye contact, body language and verbal prompts
- Use spoken language appropriate to the situation
- Listen and respond appropriately to questions giving factual information, opinions or ideas in a clear, concise manner and logical sequence
- Make requests for information adapting to the situation
- Ask prepared questions if appropriate, e.g. about disability adjustments that might be needed

Preparation for journey to interview

- Check place and time of interview
- Read map to work out route and check means of travel
- Plan journey times to interview taking the length of the journey and the times of public transport into consideration
- Plan to arrive at least 10-15 minutes before the appointment.