

TRAINING 2000'S Interview Tips...

Nonverbal mistakes commonly made according to a survey of 2000 interviewers

Elements that influence how well the interview goes

21%

Touching face and playing with hair

67%

Not maintaining eye contact

38%

Lack of smile but don't appear too

33%

Slouching or bad posture

9%

Overly using hand gestures

26%

Not having a firm handshake

33%

Excessive fidgeting

Successful Interview Tips



7%

Simply what the applicant says

38%

Level of confidence - this is where you need to sell yourself

55%

General appearance and behaviour

70%

Interviewers admit they would rather hire a candidate who is professionally dressed and presentable over someone who is fashionable.

65%

Employers explained that choice of clothing to an interview could be a deciding factor when choosing between similar candidates.

Top 5 worst mistakes made during an interview

- 1** Over-explaining an answer to a question and going off on a tangent - moving away from the initial question
- 2** Overselling yourself / manipulating the truth to get ahead
- 3** Lacking personality and enthusiasm
- 4** Failing to set yourself apart from other potential candidates
- 5** Not asking any questions

Top tips for a successful interview

- 1** Allow extra time and plan to arrive at least 10 minutes early
- 2** Be prepared for the interview - research the company and your role within
- 3** Look presentable, would you hire someone who looked half put together?
- 4** Bring a record of achievement file with you - sell yourself

Interview Tips – Beforehand

- ✓ **Practise** answering interview questions with someone else. If you are at school or college, you may be able to arrange a mock interview.
- ✓ Keep in mind the interviewer wants to find out about what you can offer them the particular skills and qualities you can bring that set you apart from other applicants.
- ✓ But it's not just about what the employer is looking for – try to think of some insightful questions you could ask, for example;
 - Future opportunities for progression?
 - Do you have a mentor scheme?
 - What responsibilities would I start with if I was successful?
 - How soon could I start?
- ✓ **Plan your journey!**

Interview Tips – On The Day

- ✓ **First impressions count!**
- ✓ Make sure you dress appropriately and look the part. Avoid elaborate jewellery, body piercings, excessive make up, hairstyles, etc.
- ✓ Offer a firm handshake (but don't crush their hand) and make appropriate eye contact with the interviewer.
- ✓ It's OK to take a moment to think through your response, and better to have a considered reply rather than a rushed answer. If you need more time to think about your answer, ask the interviewer to repeat the question. Don't let your nerves take hold of you, channel them and use them to your advantage!
- ✓ Remember it's not enough to just say you're good at something – always try to provide examples.
- ✓ It's fine to ask questions! Ask your prepared questions and anything that came up during the interview... Avoid **JUST** asking about your salary and benefits!

COMMONLY ASKED INTERVIEW QUESTIONS

Background on you...

- Tell me a bit about yourself?
- What do you like to do in your spare time? (hobbies etc)
- What is your current situation? (i.e. school, college, employed etc)
- Have you been given any responsibilities? (i.e. prefect etc)

Why should they hire you..

- What made you apply for this position?
- What do you know about the company?
- What can you bring to the company?
- What skills do you have that will help you in this role?

Future career plans...

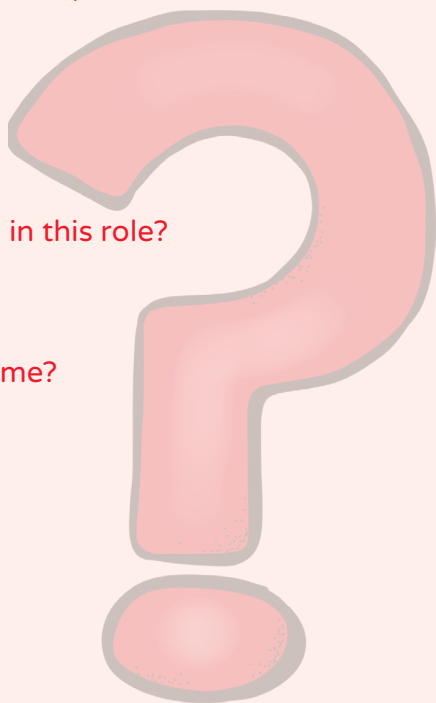
- Where do you see yourself in five years time?
- Have you got a future career in mind?

Can you give me an example of when...

- You worked as part of a team?
- You used your initiative?
- You worked under a pressure?
- You worked to a deadline?
- You multitasked successfully?
- You failed at a task? Do you know why?
-

Self evaluation...

- What do you consider your strengths? Give an example of when you have shown this?
- What do you consider your weaknesses? What can you do to improve on these?
- What is your greatest achievement and why?



CV POINTERS

- Use a positive tone throughout
- Maintain a consistent font and use appropriate sizing
- Keep it up to date with relevant information
- Use a chronological order with work experience and qualifications (most recent first)
- Keep it simple and clear
- Spell check and use correct punctuation and grammar

Key things to include:

- Grades
- Mini personal statement
- References
- Work experiences
- Key skills

WHAT HAPPENS NEXT?

If you are successful in the interview:

- I will call you and offer you the apprenticeship position
- You will be invited into Training 2000 for an induction morning
- A start date in company will be agreed and you START!
- A member of Training 2000 will visit you in company to officially register you on the apprenticeship programme.

If you are unfortunately not successful in the interview:

- I will get feedback from the company and find out why.
- I will contact you and explain what steps we can take to make the next interview successful (this may include a mock interview here at Training 2000)
- We will continue to pair you with companies and arrange interviews until you are successful in finding an apprenticeship.