



Preparing for Interview



Aptitude Tests

Many employers now ask for you to sit aptitude tests. These can take the form of practical tests, and a variety of reasoning tests. My World of Work have sample tests and tips [here](#) if you would like to practice.

Types of Interview

Competency based – you will be asked questions that get you to highlight your skills and experience in different situations.

Phone interview – often an initial screening chat before moving on to a more formal interview

One-to-one interview – this is a traditional format where you are likely interviewed by the person who would be your manager. Questions will likely be, "Tell me about yourself?"; "Why would you be good in this role?".

There are more types of interview, each with unique aspects you should prepare for. You can find more information [here](#).

Preparation

Getting ready for an interview can seem daunting. We have pulled together some top tips for you to keep in mind.

1. Research

Set yourself aside from the crowd by doing some research in to the employer. It is useful to be able to tailor your interview responses to their setting. It will show you are keen.

If you are pushed for time at least read their website.

2. Consider likely questions

The top 10 questions in interviews usually revolve around the following:

1. What can you tell me about yourself?
2. Can you list your strengths?
3. What weaknesses do you have?
4. Why should I consider hiring you?
5. Where do you see yourself five years from now?
6. Why do you want to work here?
7. What is your salary expectation?
8. What motivates you?
9. What makes a good team player?
10. Is there anything that you would like to ask me?

Consider what your response would be ahead of time so that you don't get stuck for something to say!

3. Think about your appearance

Regardless of how relaxed an environment you are trying to gain employment in. It is best to dress smartly for an interview to make a good first impression.

4. Focus

Don't get stressed the morning of. Ensure you have a pen, a notepad, and a copy of your CV packed in preparation. Also ensure you have planned your journey so you don't get stressed and risk being late. Flustered does not make a good first impression!

5. Smile

Even if you feel nervous and doubtful, a smile can go a long way at portraying you as being at ease and confident.

6. Question them!

Ensure you have a couple of questions prepared for your interviewer. If you don't ask them anything you run the risk of seeming uninterested.

7. Take notes

If you feel more confident with some fall-back notes, take them with you! Also, try to take some notes in the interview to show you are paying full attention and value the information they are giving you. It will reinforce that you are conscientious.

8. End positively

A simple "I look forward to hearing from you" can help to end on a positive note.

REMEMBER: Even if something mid-way through puts you off – regain your composure and move on. Show that you can take things in your stride.



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