

## No computer?

- You can use a computer and access the Internet for job search at your nearest Connexions Centre.
- Most public libraries also have computers you can use for free but you will pay for printing.
- Telephone 08000 77 1234 for details of UK Online Centres where you can access the Internet for free.

## Need more help?

- Visit [www.workabout.org.uk](http://www.workabout.org.uk) Select 'easycv' for more advice and a basic CV template
- Your careers adviser can help you with job applications. Ask your careers adviser in school or contact your nearest Connexions Centre.
- Call the Learningline on 0800 5 979 979 (free from a landline) for further help.
- More help with interviews is on the National Careers Service website <https://nationalcareersservice.direct.gov.uk>

## Other Jobsearch Hints leaflets to help you:

Application forms	ZW3.1(12)
Applying for a job with a criminal record	ZW3(8)
Covering letter	ZW3.1(9)
Job search planner	ZW4.1(2)
Psychometric testing and selections tests	ZW3.3(2)
Skills employers look for	ZW3(6)
Words for your CV	ZW3.1(7)
Writing for a job or apprenticeship	ZW3.1(10)
Your CV	ZW3.1(5)

16/17? Look in **Get Organised** for further information about jobs and apprenticeships.

Information for advanced level leavers is in **JobFAQs**

# Jobsearch Hints

## Interviews

ZW3.2(2)

- An interview is the final stage of the recruitment process. You will have done well to get so far. You must be close to what they want or they would not be seeing you.
- If interviews make you nervous, you are not alone. The key to successful interviews is **preparation** and **planning**. This will help to make everything less stressful.

## Preparation

- Ring to tell them you are coming and check the name of the person you will see.
- Plan your journey and allow some extra time just in case there is a delay. Always tell someone where you are going - don't agree to meet in a car or cafe.
- Decide what you will wear for the interview. Most employers look for someone who is smart, neat and tidy.
- Collect any documents or certificates etc that the employer has requested.
- Find out all you can about the company and the industry. Do you know anyone who works there who can help? If not look on the Internet. Most companies have a website.
- Check the details of the job carefully. What will you have to do and be good at? The interviewer will ask questions around these things.
- Read your application form or CV again. Be ready to answer questions about the information you have sent.



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## At the Interview

Remember the interview is not an interrogation but an exchange between you and a potential employer. A good interviewer will want you to relax and be at ease.

How you act can be as important as what you say. Do:

- turn your phone off
- smile and look confident. Be polite and interested. Shake hands if the interviewer offers their hand
- sit up and sit still. Try not to fiddle with your clothes or hair
- maintain eye contact with the interviewer
- listen to questions carefully. Ask the interviewer to repeat any questions you do not understand
- answer questions clearly and fully. Say more than just “yes” and “no”. Don’t over-exaggerate your skills or undersell yourself
- pause if you need time to think about the answer to a question
- be truthful.
- notice how the interviewer reacts to your answers
- have some questions ready to ask. You could ask about training, if you will get any qualifications for example. Also, if anything about the terms or conditions of your job such as pay is unclear, do ask. If you think the interviewer has covered everything say so.
- thank the interviewer when you leave and if necessary ask when they will let you know if you have been successful.

Sometimes an interview may include a written or practical test. You can’t really prepare for this so just relax and answer as best you can. See leaflet ZW3.2(1) *Psychometric testing and selection tests* for further details.

## Frequently asked questions

*“Tell me about yourself”*

Don’t give them your life history! Pick out information that is relevant to this work and this job.

*“Why do you want this job?”*

Link your interests and skill to this vacancy. Say what you like about **this work** and why you want to work for **this company**. Don’t just say ‘because I’ve always wanted to be a .....’.

*“What can you offer the job?”*

Expand on your skills, abilities and achievements that are relevant to this job. Try to back these up with evidence of how you handled different situations.

*“What are you proud of?”*

You can include work experience, college or school events or interests.

*“What experience have you had?”*

If you have not had many (or any) jobs before, voluntary work, work experience and life experience are all relevant.

*“How good are you at working in a team?”*

Try to give at least one example from your own experience.

*“What are you not so good at?”*

Be careful not to mention too many things here!

*“Why did you leave your last job?”*

Explain **positively** if you can. Don’t say the last boss was an idiot or the job was boring. Perhaps you need a new challenge? If you were sacked explain what happened but don’t blame others, “ We agreed to differ” What have you learned? Would you act differently now?