

SKILLS TO SUCCEED ACADEMY

Interactive, online employability
training program.

ACTIVITY PACK

Getting a Job 16

***Prepare for Your
Interview***

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Prepare For Your Interview

This pack contains four activities to help you check that you can apply what you learnt in the 'Prepare for Your Interview' module. In activity 1 you will find a checklist to help you make a good impression in a face to face interview, and in activity 2 you will find a checklist to help you make a good impression in a telephone interview. In activity 3 you will find a set of templates to record the research you do about a job, a company or an interview. In activity 4 you will find examples of online route planners to help you when planning your journey to an interview.



To create a good impression at interview, you can prepare by:

1. Using previous interview feedback
2. Researching the relevant job, company and industry
3. Planning well ahead for the day of the interview
4. Dressing appropriately
5. Being well-groomed



ACTIVITY 1: Face to Face Interview Checklist

Here is a list of some important things that you need to remember to do before and during a face to face interview.

Tick the boxes as you complete the 'On the day' tasks. Remind yourself of what you need to remember to do during the interview.

Checklist

When you receive an interview invite

- ☐ Check that you are available
- ☐ Confirm your attendance
- ☐ Clarify any questions with employer (Interviewer? Type of interview? Dress code?)
- ☐ Save details in a safe place (time/date/location)
- ☐ Plan your route

Before the interview

- ☐ Do your research
- ☐ Know your CV
- ☐ Review previous feedback
- ☐ Prepare interview answers and questions
- ☐ Plan your outfit
- ☐ Try a mock interview
- ☐ Plan your route so you don't make a bad impression by showing up late. To plan your route, you can use [Google Maps](https://www.google.com/maps)
- ☐ Have an early night





ACTIVITY 2: Telephone Interview Checklist

Here is a list of things to remember to do as soon as you receive your interview invite and in the days leading up to your telephone interview. Telephone interviews may come completely out of the blue. So if you prepare as early as possible, you can try to make sure that you are ready whenever you get the call. Following this list can help you make a good impression in your telephone interview.

Tick the boxes as you complete each of the tasks on the checklist.

Checklist

When you receive an interview invite

- ☐ Check that you are available
- ☐ Confirm your attendance
- ☐ Clarify any questions with employer
- ☐ Save details in a safe place (time/date/location)
- ☐ Confirm the phone number of the employer who will be reaching you
- ☐ Confirm if you will call the employer or if the employer will call you

Before the interview

- ☐ Do your research
- ☐ Know your CV
- ☐ Review previous feedback
- ☐ Prepare interview answers and questions
- ☐ Plan what you'll wear
- ☐ Try a mock telephone interview
- ☐ Practice your telephone manner
- ☐ Have an early night





ACTIVITY 3: Virtual Interview Checklist

Video interviews could either be a live video, which is like having a video call with someone, alternatively, it could be a pre-recorded video interview where you are given a question and need to video your response to it. Here is a list of things to remember to do as soon as you receive your interview invite and in the days leading up to your video interview.

Tick the boxes as you complete each of the tasks on the checklist.

Checklist

When you receive an interview invite

- ☐ Check that you are available
- ☐ Confirm your attendance
- ☐ Clarify any questions with employer (e.g. What type of video interview is it? What is the dress code? What video platform will the employer use for the interview? What are the technology requirements for the video interview? I.e. what device can I use? Do I need to download or prepare anything in advance on the device?)
- ☐ Save details in a safe place (time/date/links)

Before the interview

- ☐ Do your research
- ☐ Know your CV
- ☐ Review previous feedback
- ☐ Prepare interview answers and questions
- ☐ Plan your outfit
- ☐ Wear what you would wear to a face-face interview
- ☐ Try a mock video interview (try recording yourself on camera answering interview questions then watch it back, or a try a video chat with a friend asking you interview questions)
- ☐ Practice your telephone manner which will be applicable to any type of virtual interview
- ☐ Try out the video technology in advance if possible, or be sure to log on early to allow for unforeseen technical steps (e.g. you may need to install additional programmes to allow for the technology platform to function)



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- ☐ Confirm the device you will use is compatible with the platform the employer will use for the virtual interview
- ☐ Have an early night

Hours before the interview

- ☐ Double check your webcam, microphone, and internet connection to ensure that your interviewer will be able to see and hear you
- ☐ Prepare the space where you will do the interview. Make sure the space has good lighting and that the background is as tidy as possible
- ☐ Do a quick practice session with someone who can tell you how things might look from an interviewer's perspective

Tips for during the interview

- Make sure to speak loudly and clearly.
- Have good posture and body language. Avoid fidgeting.
- Try to keep your eyes on the camera, like you would make eye contact if you were face to face
- Avoid on screen and off-screen distractions that will detract from your message, such as a barking dog, loud voices, people moving in through your background etc.



ACTIVITY 4: Interview Research Templates

Research is vital. Showing that you have done your research and that you have a good knowledge of the job and company will impress the interviewer.

Research the company and job that you are applying for and then fill in the templates below. It will help to have a specific job in mind before you fill in this template. There is also an interview template for you to complete when you have secured an interview.



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Job

Use this template to help you learn about a specific job and find out all the details of what it really involves.



Question	Answer
What is the job title?	
What is the job description and required skills?	
What are the typical responsibilities?	
What is the typical career path?	
How does the line management work? (Who would you manage? Who would manage you?)	
What salary information is available? (e.g. salary range/bracket, bonus opportunities)	

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Question	Answer
What level would your job/team be within the company?	
What is the general work attire? (What would you be wearing to work?)	
What would your typical working hours be?	
What other important information have you found?	
Training and Qualifications:	
Are there any mandatory /prerequisite training or qualifications required?	
Are there any training or qualifications that are nice to have to stand out?	
Are there any training opportunities on the job?	

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Company

Use this template to help you improve your knowledge of a company and its history.

Question	Answer
What type of company is it? (Industry/Size)?	
What job(s) do you want at the company?	
Is it UK-based or International?	
What are 3-5 key facts about the company?	
Which other companies do they do business with?	
Who are the top competitors?	

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Question	Answer
What is the general history of the company? (What important things have happened in the past?)	
Who is the head of the company? (Other key people, specifically to the role you are interested in)	
What does the application process for a specific job involve? (e.g. recruiting cycles, selection process)	
Are there any work experience/internship opportunities available?	
What other important information have you found? (e.g. key products, leading brands, revenues)	

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Interview

Use this template to help you find out as much as you can about an interview that you might be going for.

Question	Answer
Who will your interviewer be?	
What is the interviewer's job title?	
What is the interviewer's role?	
What type of interview is it? (e.g. competency, panel)	
What specific questions may be asked?	
What specific skills do you need to show?	

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Question	Answer
What questions can you ask?	
What other important information have you found? (e.g. from forums and blogs)	

These templates will be useful every time you are invited for an interview so keep copies of them and reuse them as you prepare for different interviews.



ACTIVITY 5: Resources for Planning Your Journey

Arriving late for an interview gives a very bad impression, so you need to plan your journey in advance and make sure you turn up on time.

Below are some examples of route planner websites that you can use when planning your journey.



LINKS:

The links below are examples of websites that could help you plan your route if you plan to use Public Transport:

- Transport For London – www.tfl.gov.uk (public transport in London)
- National Rail Enquiries – www.nationalrail.co.uk (nationwide trains)
- National Express – www.nationalexpress.com (nationwide coaches)
- Traveline – www.traveline.info (public transport across the UK)
- Traveline – www.traveline.info (public transport across the UK)
- Traveline Scotland – <http://www.travelinescotland.com/> (public transport in Scotland)
- ScotRail – <https://www.scotrail.co.uk/> (trains in Scotland)

If you plan to drive or cycle to your interview, there are some examples of useful route planners below:

- Google Maps – www.maps.google.co.uk
- The AA Route Planner – www.theaa.com/route-planner
- Parkopedia - <http://en.parkopedia.co.uk/>
- CycleStreets - <http://www.cyclestreets.net/>



REMEMBER

These Activity Packs are yours to keep. Make sure you review them regularly and keep them updated.

You could also discuss them with advisors, friends, family and anyone else who you think could help you get some feedback.

**If you haven't already completed
Getting a Job – Module 16 – Prepare For Your
Interview in the Skills to Succeed Academy,
give it a go!**

www.s2sacademy.com