

# Doing a good interview

This activity pack will guide you through the key elements of doing a good job interview, and will help you prepare for, take part in and reflect on your mock interview with a business volunteer. It includes worksheets to guide you through the process and videos from businesses who will share their expert advice.

## 1. Preparing for an interview

It is very important that you prepare for a job interview. It helps you make a good impression, stand out from other candidates and will likely mean you feel less nervous on the day.

**Watch:** [Job Interviews Video 1](#) – Preparing for an interview

**Activity:** This activity will help you match your experience to a job specification, just as Harriet suggests in the video. Read through the example **job adverts** provided with this pack. Choose one that you think looks interesting or that you think you could do (if you did the cover letter activity you could use the same job you chose for this).

Now read through the STAR interview technique sheet. Use the STAR planning activity to think of examples of when you have demonstrated the skills and experience that your chosen job advert is looking for.

**Reflect:** Could you think of examples for all the skills listed? If not, which areas do you need to gain experience in? How might you achieve this? Or how could you present this to a potential employer in a positive way?

### KEY LEARNING

- Research the company you are interviewing with. Find out information about key individuals who work there.
- Research key trends in the sector of the company you are interviewing with.
- Plan possible answers based on the skills and experience included in the job specification using the STAR technique.
- Think about some questions you want to ask during the interview. These might be based on your research into the company or could be about the job you are applying for.
- Plan for the day: pick out your outfit and make sure it is clean and ironed; plan your route so you know where you are going; plan so that you arrive 10-15 minutes before your interview.

## 2. What to do during an interview

So, you've applied for a job, got the interview and done all your preparation. Now you just need to do the interview itself! This is your chance to show the interviewers that you're the right person for the job.

**Watch:** [Job Interviews Video 2](#) – During the interview

**Activity:** As James says in the video, body language is really important and will help you make a positive and lasting impression on the interviewers. Look at the Interview Postures activity in the pack. Which interviewee is giving the best impression and why?

**Reflect:** Now that you've looked at some do's and don'ts, do you have any behaviour traits that you'll need to change or avoid during an interview? For example, you might be a fidgeter, slouch in your chair or cross your arms a lot. Think of ways you can stop yourself falling into these habits during your interview.

## KEY LEARNING

- Take in your notes and a copy of the job specification. You can refer to these during the interview if you need to.
- Greet the interviewers, shake their hands and take a seat when invited to.
- Body language is important: make sure you sit up straight, make eye contact and don't cross your arms – try to look relaxed but formal.
- Take the time to think about your answers and ask the interviewers to repeat questions if needed.
- At the end of the interview, shake the interviewers' hands and thank them for their time.

## 3. Do a mock interview

So now you've planned your answers to some common interview questions and thought about what to do during an interview. It's now time for you to put this into practice!

Soon you'll have a mock interview with one of Leicestershire Cares' business members. These volunteers all have experience of doing job interviews, and many have interviewed others too. Make the most of the experience by preparing some questions to ask the interviewer, thinking about your body language, and asking for feedback at the end. Most of all, try to enjoy it!

Come back to part 4 of this pack after you've done your interview.

## 4. After the interview

Now that you've done your mock interview, it's important you take time to reflect on what went well and what you want to improve on next time.

**Watch:** [Job Interviews Video 3](#) – After the interview

**Activity:** Use the Post-interview Reflection activity to help you think about what went well and what you could improve next time. Make sure you use the feedback from your interviewer, and you can use the key learning points below to help structure your thinking.

## KEY LEARNING

- Note down your answers that you felt were particularly strong.
- Research any questions that you didn't know the answers to. Make notes on these so you can improve your answers next time.
- Don't be disheartened if you don't get the job. There could be lots of reasons why you weren't the best fit.
- Now that you know more about the company, reflect on whether you think you were a good fit for their working practices and culture.
- Make sure you ask for feedback so you can improve next time. Sometimes you can do this at the end of the interview, but normally you would ask for feedback when the employer lets you know the outcome of the interview.