

YOUTH LEADS.



INTERVIEW GUIDE

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INTERVIEW SKILLS

PREPARATION TIPS

- Double-check where the interview will be held. If it's online, have you downloaded the software ahead of time and checked it's working? If it's in person, maybe take a test run to the location beforehand.
- Double-check and write down who you're meeting with.
- Research is very essential so make sure you've read up on the company and the role, what do they do, who are their clients, what will you be doing in the position and most importantly what are their values.

WHAT TO WEAR

It is also important to be dressed well for the interview so make sure you are dressed smartly whether the interview is online or in person. Remember to get everything ready the night before the interview because you might already be stressed for it, and you don't want to be rushing on the day. It is better to be overdressed than underdressed but again that doesn't mean you have to wear something expensive, the main purpose is to look presentable.

CONFIDENCE

It can be stressful when preparing and giving an interview, but it is very important to remain composed and be confident in yourself. A lot of people get nervous when faced with attending an interview so here are some tips to help you appear more confident!

- Get there early so you get a chance to settle down
- Give a firm handshake – not sure how possible that will be now
- Maintain eye contact
- Take a breath or a sip of water before answering a question

ANSWERING TOUGH QUESTIONS

As part of the interview you could be asked some tough questions but there is nothing to be worried about, here are some tips you can use to nail them.

- You might be asked what you know about the organisation – so make sure you’ve done your reading!
- Look at the job description, can you guess any questions that might be asked so you can prepare yourself
- Practise as much as you can.

Here are some examples of tough questions that you could be asked at an interview:

Why are you suited to this role?

Where do you see yourself in 5 years?

Why do you want to work for us?

CURVEBALL QUESTIONS

Curveball questions are typically a logic problem you'll be asked to solve that seems to have nothing to do with the job to which you just applied.

Here are some examples of curveball questions that you could be asked at an interview:

- What would you guess is the most searched phrase on YouTube?
- What would you improve about the organisation?
- Is it better to be perfect and late, or good and on time?

QUESTIONS TO ASK EMPLOYERS

Once the employer has asked you all their questions, they will ask you the most important question, ‘so, do you have any questions for me?’ This is an opportunity to show that you have prepared for the interview and are engaged with the interviewer, making you stand out as a great candidate.

Here are some examples of questions that you could ask the employer at an interview:

- Where would you like to see me after 3 months of working here?
- What would an average shift look like?
- What are the progression opportunities?
- What are the next steps?

STAR METHOD

One way of tackling tricky questions is through the STAR method which you may have used in the past. Set the scene with your **SITUATION**.

Then highlight the **TASK** you set yourself.

Your course of **ACTION** should be next (what did you do).

And finish with the outcome/**RESULT** of your efforts.

Here are some examples of questions that you could be asked to answer using the STAR method:

- Could you give me an example of where you've had to convince someone to do something differently?
- Describe a time when you've had to work as a team
- Tell me about a time you demonstrated initiative
- Give me an example of when you've demonstrated effective communication skills

GROUP INTERVIEW

A group interview is when an employee interviews multiple candidates at the same time. Some employers might ask you to take part in group interviews to see how well you work both in a team and as an individual. When it comes to group interviews, there are some general 'dos and don'ts':

- Listen, interact, and engage with your fellow interviewees – it's important to be noticed as a contributor, but also somebody who listens to others, responds, and engages
- Be confident, articulate, and think about the delivery and language you are using
- Be conscious of assessors observing you, but don't 'play up' to them – be yourself
- Positive body language
- Invite others to join in the conversation and get people's opinions of your ideas
- Don't interrupt others in full flow but don't be afraid to make your point



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