

**Great Careers
Start Here**

Higher Level Apprenticeship Recruitment Support

Interview Preparation



How do Interviews make you feel?

Having emotions is common during interviews.

But, what kind of emotions do we actually have?

Which ones are good and which ones aren't?

- Excitement
- Panic
- Doubt
- Happiness
- Frustration
- Stress
- Embarrassment
- Relief
- Nervousness
- Pride



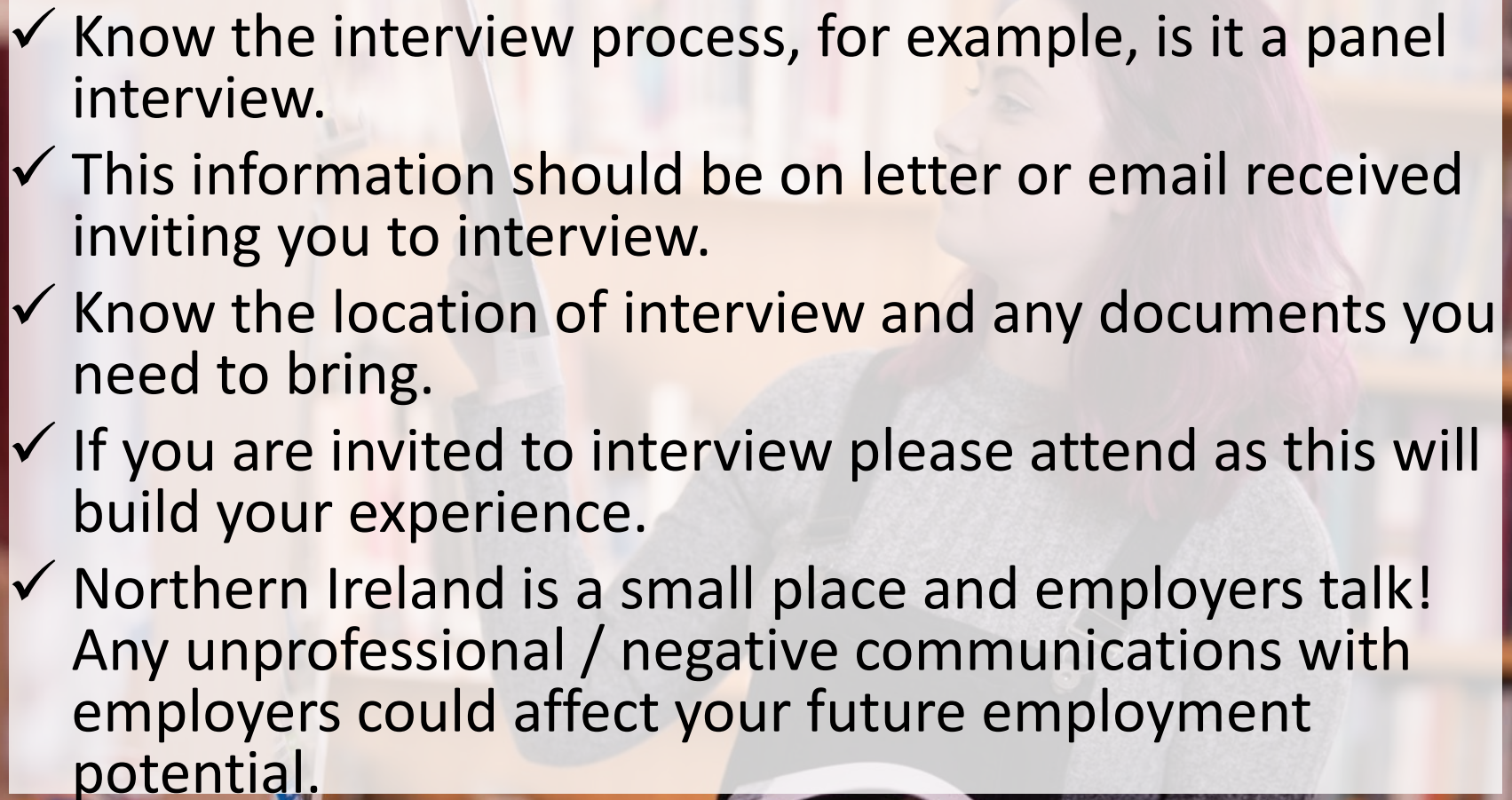
How to handle emotions during an Interview:

- Breathe
- Feel Positive
- Have a Conversation
- Stop Fidgeting
- Have a drink of water

How do you prepare?

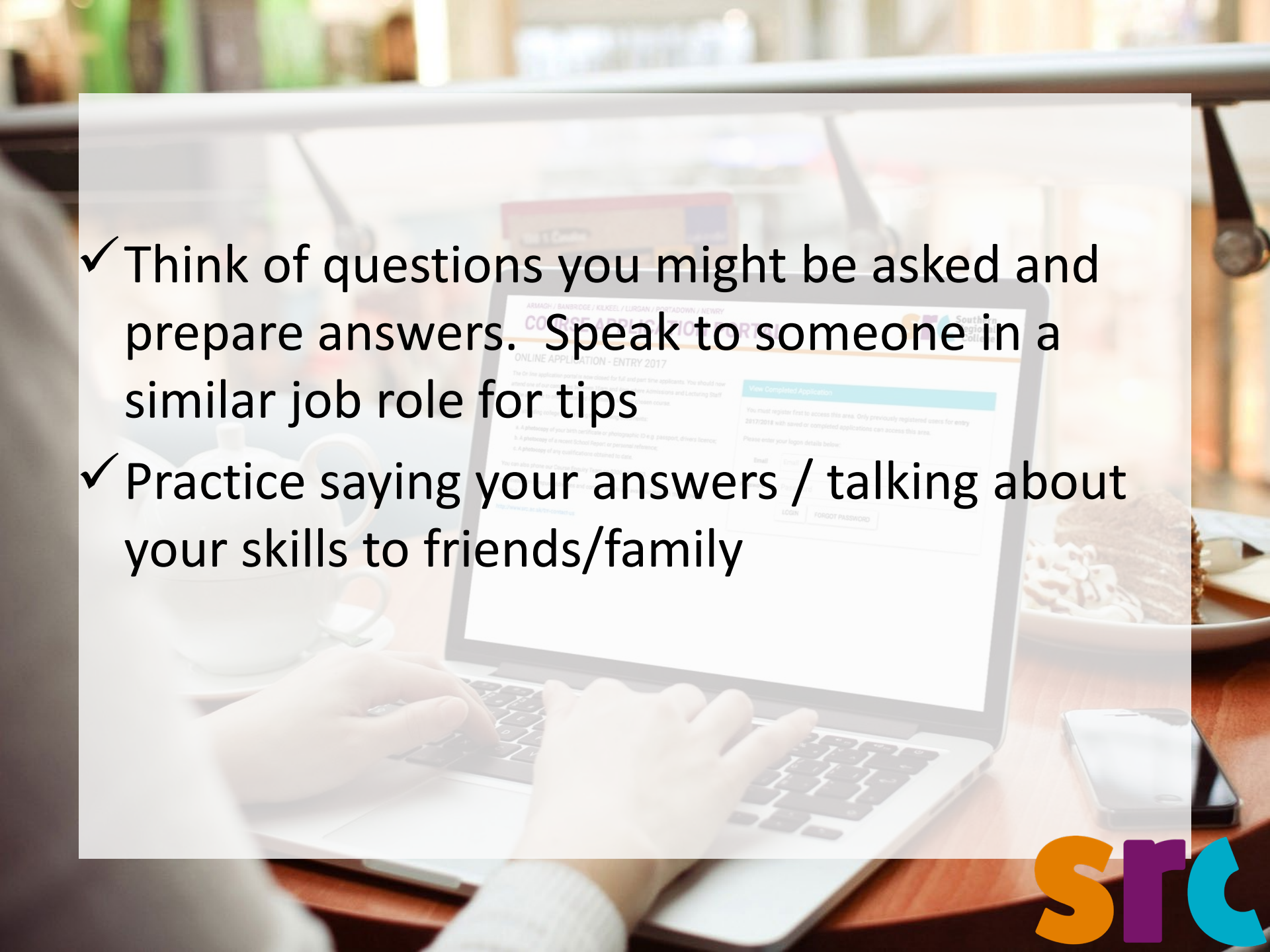
Know what the company does:

- ✓ Carry out research, for example, check their website, understand the industry. For example, if you are applying to DMAC understand the digital platforms on the market e.g. TikTok
- ✓ Know what the job entails, skills, knowledge required.
- ✓ Check the modules of the qualification and link these to your own skills. The modules will form the basis of your training plan.
- ✓ Refer to job description
- ✓ Speak to someone in a similar role
- ✓ Communication Etiquette – Confirm your interview attendance with the employer, be professional when communicating with an employer.
- ✓ Social Media – Ensure your social media accounts are private. Employers are known to review these in advance of interview.

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- ✓ Know the interview process, for example, is it a panel interview.
 - ✓ This information should be on letter or email received inviting you to interview.
 - ✓ Know the location of interview and any documents you need to bring.
 - ✓ If you are invited to interview please attend as this will build your experience.
 - ✓ Northern Ireland is a small place and employers talk! Any unprofessional / negative communications with employers could affect your future employment potential.

Sell yourself

- ✓ Read over your personal statement
- ✓ Relate your skills and knowledge to the job description/ course modules.
- ✓ Be prepared to expand on your skills and provide examples of them, for instance, how you use them. Provide a scenario – STAR Technique

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- ✓ Think of questions you might be asked and prepare answers. Speak to someone in a similar job role for tips
 - ✓ Practice saying your answers / talking about your skills to friends/family

STAR Technique

- ✓ Situation - Set the context for your story
- ✓ Task - What was required of you
- ✓ Action - What you actually did
- ✓ Result – How well the situation played out

Used at it's best, the STAR structure is invisible to the listener and it comes across as a well-articulated example.

Common questions

- ✓ Tell me about yourself
- ✓ What skills do you have that are relevant?
- ✓ Why have you chosen this as a career?
- ✓ What are your strengths/weaknesses
- ✓ Where do you see yourself in 5 years time? – when you are answering this question ensure your answer aligned with the organisations goals not your own personal goals.

The Interview

- ✓ Dress appropriately
- ✓ Give yourself plenty of time to get ready
- ✓ Aim to arrive 10 minutes before your interview
- ✓ It is natural to be nervous

Interview

Communication

- ✓ Smile
- ✓ Hand shake - if offered by employer
- ✓ Body language, how you sit, what you do with your arms
- ✓ Eye contact
- ✓ Voice
- ✓ Be yourself

Interview

- ✓ Listen to interviewer
- ✓ You can pause – don't rush answers
- ✓ You can ask the interviewer to repeat a question
- ✓ Give full answers

Interview

At the end of an interview you are generally asked:
Do you have any questions.

- ✓ You could ask about further training opportunities
- ✓ You could ask about when you can expect to know the outcome of the interview
- ✓ Avoid asking questions about salary, holidays or benefits
- ✓ If you don't have a question do not feel that you have to ask one

Remote Interview Tips

- **Due to Covid-19 employers may offer you a remote interview.**
- **Below are some tips for remote interviews:**

Prepare your surroundings – ensure you pick a suitable location in your home.	Dress as you would for a face to face interview.
Ensure those you live with know you are in an interview and do not interrupt.	Ensure you know how to use the app needed for the interview. ZOOM/MS Teams/SKYPE etc.
Look at the camera not the computer screen.	Have a practice run – check the sound and picture are functioning correctly.
Body Language – Have good posture and positive body language.	Avoid looking down at notes.

After the Interview

- ✓ Try to remember the questions you were asked and keep a note of them. This will help you to prepare for any future interviews
- ✓ If you are unsuccessful contact the organisation for feedback. Make a note of their comments
- ✓ Look on it as good practice since the more interviews you go to, the better your performance will become
- ✓ You can hold an offer of employment for 1 week maximum
- ✓ **DO NOT** hold multiple job offers. If you accept an offer of employment you **MUST** follow through

Additional Support Resources

Apprenticeship Page – SRC Website

The Apprenticeship page has a wealth of knowledge for applicants and employers. There are videos explaining the application process, panel discussions with employers/ apprentices and so much more:

[Apprenticeships at SRC](#)

The background of the slide features a photograph of five students standing behind large, 3D letters that spell out 'SRC'. The 'S' is orange, the 'R' is purple, and the 'C' is blue. The students are dressed in casual attire, including hoodies and t-shirts. The setting appears to be a modern, brightly lit interior space with colorful curved walls in shades of blue, purple, and orange.

Laura Price

Careers Officer

Newry and Kilkeel Campus

Darrelle McSherry

Careers Officer

Portadown, Banbridge and Lurgan Campuses

To make an appointment, call or email

Call: 03001231223

email: pricel@src.ac.uk mcsberryd@src.ac.uk