

Interview planning

Below are some questions that can help you to plan for an interview. Spend some time thinking about how you would answer each of these questions. You might like to use the STAR technique to help (see the STAR help sheet).

1. What previous work experience do you have?

2. What previous voluntary experience do you have? (this might be something you have done at school, college, helped out your family or friends)

3. What skills do you have?

4. Can you give an example of a time when you have:
 - Worked as part of a team

 - Overcome a challenge.

 - Dealt with difficult or challenging behaviour.

 - Solved a problem.

 - Shown creativity.

 - Achieved something you are proud of.

ADDITIONAL CHECKLIST

Have you done the following?

- Researched the company
- If the interview is in person - planned how to get to the interview (travel, location)
- If the interview is online- set up your laptop ready (software, lighting)
- Sourced an outfit for the interview
- Practiced your interview skills
- Planned some questions to ask at the end of the interview

STAR technique help sheet

Using the STAR acronym can help you answer questions in a job application or interview.

S – SITUATION.

- What was the situation?
- If it was a problem- what was the problem?
- Where did this happen (at work, at home, with friends)?

T -TASK

- What was the problem that need to be solved?
- What did you need to do?

A - ACTIVITY

- What did you do?
- You might like to give a short explanation of what you did and how you did this.
- What skills did you use to do this?

R- RESULT

- What was the outcome?
- What positives came out of this situation?