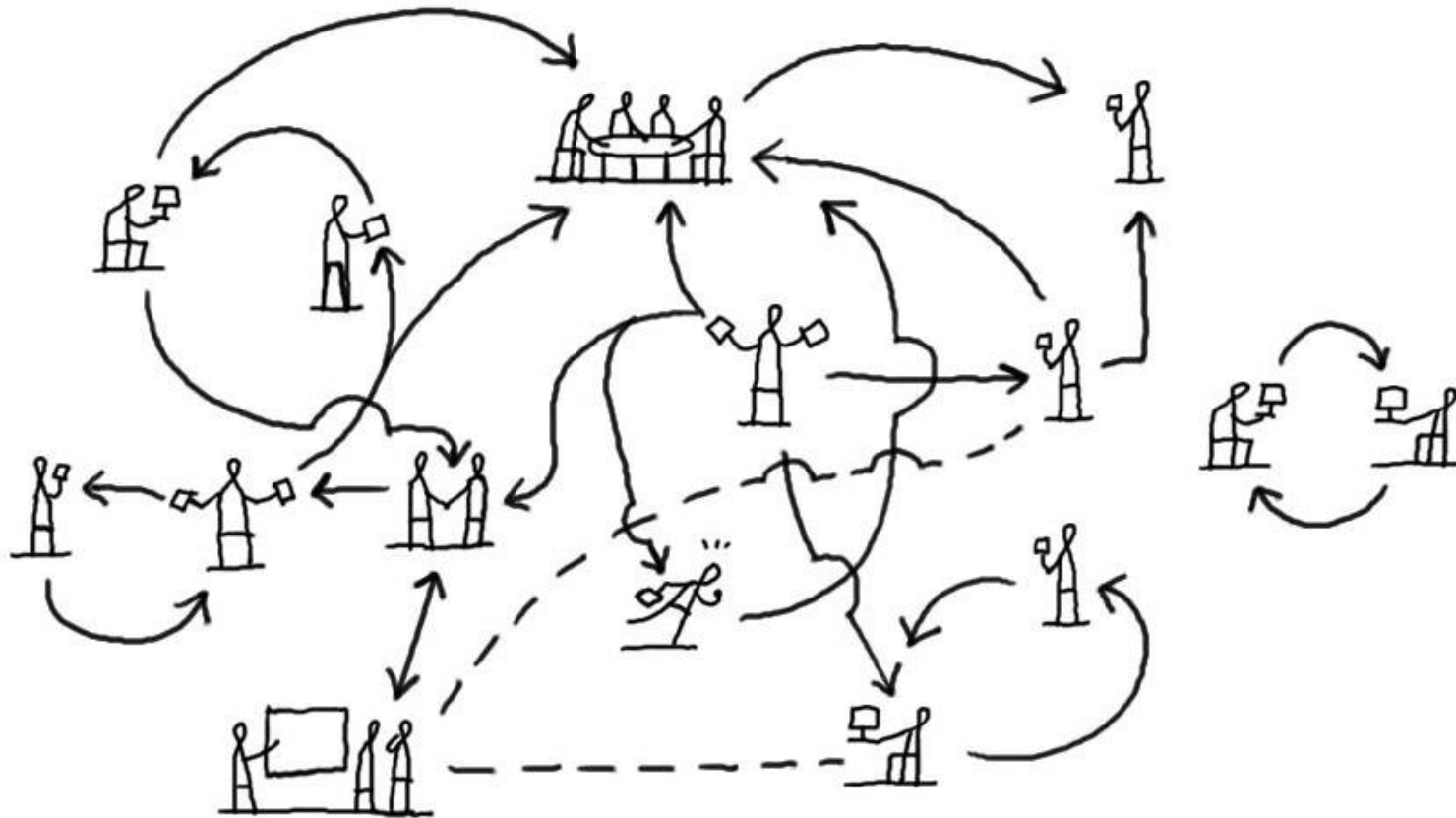


Interviews

Kathryn Scott

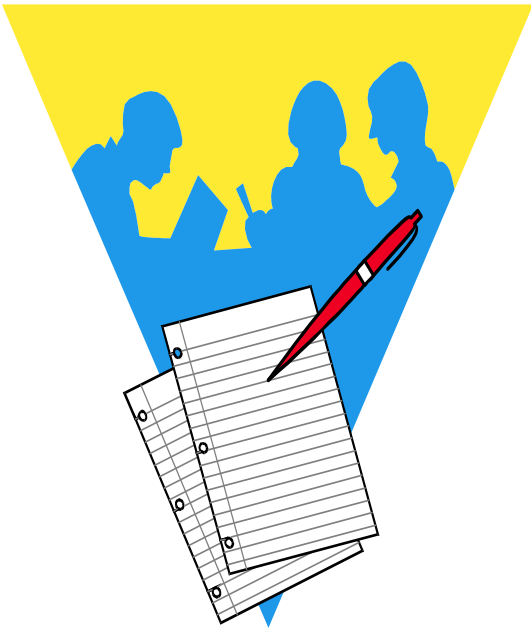
9th March 2018

Agenda



- Quick introduction
- CV checklist
- Interviews
- Sample questions
- Quick practice

CV checklist



- Have you tailored it for the role?
- Are your achievements highlighted with “positive impact” and “achievement” words? ****
- Keep it real!
- Does your CV sell you?

**** led, delivered, managed, successfully made, created, worked hard to,

Cover Letter

Send it to the right person

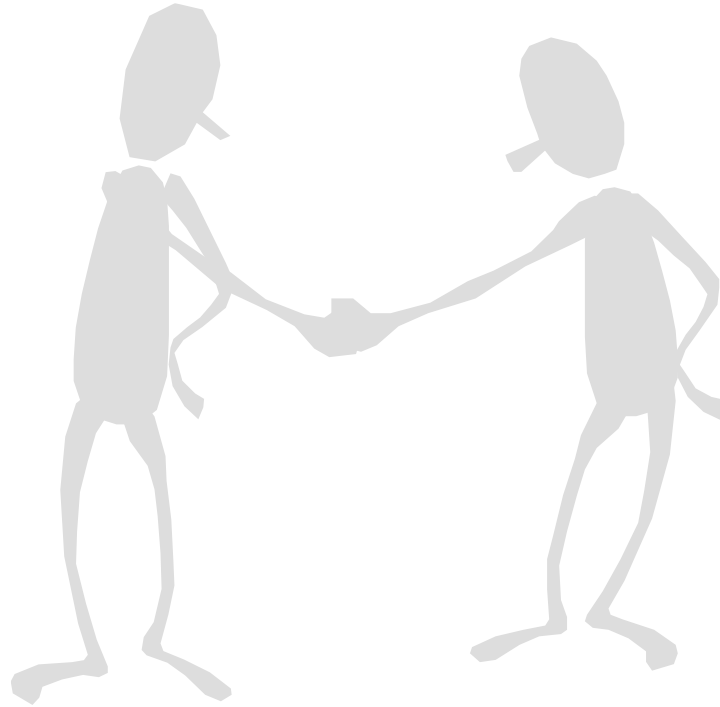
Demonstrate you know about the organisation and want to work there – explain why

What can you do for the organisation and what do you have to offer?

Keep the letter short, simple and real!

End with a request and say you will follow up

The interview



Preparation for interviews

What are my “success stories”?

What accomplishments am I most proud of?

What are some of the challenges I have faced and overcome?

How do these demonstrate the key skills for the role?

Interview preparation

Have you read the job description?

Have you done your research?

Do you have at least 3 questions ready to ask?

Do you understand what they are looking for and can you explain why you have that experience/ skill

Have you considered examples for the questions?

Know what you are wearing and where you are going

What will they ask you?

1. Your experience
2. Your school career
3. What else you have done
4. What are you most proud of achieving
5. Your strengths and weaknesses
6. Your interest and motivation in considering this role
7. Your long and short-term career aspirations
8. **Your questions**



Interview essentials

Think about your body language:

Shake hands with everyone

Consider your facial expressions

Focus on your hand movements

Nod if in agreement

Think about the way you sit

Be aware of other people's personal space

Use 'mirroring' to build rapport

Smile
Eye contact
Handshake

Questions?
