

Interview preparation and technique

Or How to enjoy the challenge
and play the game!

Preparation for a job application

- Collect blurb from job adverts, see what they want, application forms.
- Practice interview skills
- Practice dealing with your nerves
- Get some interesting career goals going
- Make a generic CV, run it past others.
- Public speaking, video your self?

Job advert is seen

- Speak to encumbant
- Read the job application carefully
- List your questions in advance
- Go to any tours they offer

For the interview day

- Read your CV beforehand
- Practice your answers to anyone
- Sort out the route, parking etc
- Talk yourself up, and get others too as well

Selling yourself

- Eye contact
- Speak in a measured way
- Hands on your lap
- Smile!
- Get a dialogue going
- Do not be the victim
- If its tough that's good, you can demonstarte you can cope with difficulties
- Calm nder attach, never argue

What helps your chances?

- Planning and preparation
- Technique
- Practice
- Luck

How to answer questions

- " Given the task to start a child health clinic how would you do this?"
- Try this in 2s for 3 minutes each

Try this

- Answer in three parts
- 1. seek **information**; implication eg space, training, pros and cons, swot.
- 2. seek others advice; from experts, colleagues
- 3. make a **plan**; for consultation and taking to the partnership

Do it again with the three point plan

- 3 mins each
- Info
- Advice
- Plan

answers

- Rambling
- Too brief
- Too optimistic
- Too cautious
- Only your opinion
- Sitting on the fence
- Or a well balanced answer that shows an openness to other views, but with a considered answer

What have you demonstrated?

- Considered response
- Strategic management view
- I am used to researching my options
- I am a team player
- I realise others may have expertise I need
- I am aware of financial constraints
- I am aware that a written proposal would move things along.

Improving your technique

- Video, dictaphone
- Ask others for questions they have had
- Start a question bank
- Get others to interview you and give feedback
- Use 3 bullet points on your question bank
- Training in public speaking
- A weekly group?

remember

- It is competitive
- This is a performance
 - Not just a great CV, but interview skills
 - Shortlisting but no job?
 - Training?
 - Career Guidance?


