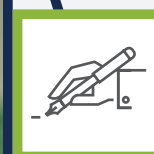


# Interview Skills



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## Why do I need interview skills?

Interviews are often used when applying for courses or jobs, and are an opportunity to show why you deserve to be considered. The better prepared you are, the better the interview. Whilst they can be scary, you will become more confident the more interviews you do.



## Types of interview

- One-to-one
- Panel
- Group



## Before the interview

- Check the type of interview
- Revise UCAS/job application form
- Research course/job
- Anticipate questions and rehearse answers
- Plan your journey

## On the day

- Arrive in good time and turn off your phone!
- Try to relax
- Be friendly and polite
- Listen carefully to all questions
- Chat to current students and staff



## What you might be asked

- Reasons for applying
- Present course of study
- Knowledge & experience of a subject or field
- Personal qualities
- Interests and work experience

## Types of questions

- Specific
- Hypothetical
- Open
- Reflective
- Leading
- Technical
- Competency

## How to answer

- Be positive
- Be honest
- Be concise
- Avoid yes/no
- Ask questions
- Volunteer info

## Make a good impression

- Dress appropriately
- Shake hands
- Don't slouch or fidget

