

# Interview Skills



for **Colin Granger**

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## Hi Colin

Interviews are special moments in your career; to help you prepare as well as you can... here are some top tips.

1. Get to know what the job is about; who you will report to and how the job fits into the organisation (check out their website and read the job description carefully).
2. Look your best at the interview (you need to look like someone they can depend on).
3. Get there on time (check out your route beforehand).
4. Know what to ask (practice your spidergram mantra below).

## Here is the result of your footprint test

**What you are like:** Best working qualities are optimism, charm, warmth, an ability to check the facts and your helpful attitude.

**Interesting jobs:** You should apply for jobs that involve working with people and getting things done in a friendly way. You like meeting new people.

**How you work best:** You are likely to work well when tasks require planning and working in groups. Your natural style will allow you to build good, friendly working relationships.



**Planning:** You like to know what you are expected to do in a job and you like to get things done in a positive way; don't take short cuts and remember to follow the rules. You work in a friendly way, but make sure you have clear guidelines before being asked to act.

**Best quality:** Getting along with people and supporting them.

**Feedback:** You will respond very well to being allowed to get on with the job. Remember to listen carefully and check the facts before acting.

**What you are good at:** You are good at making sure that everyone agrees before deciding what to do.

**What motivates you:** You really enjoy getting things done when you have the approval of the group. Remember that you rarely get recognition without responsibility; you can be relied on to use your technical creativity when solving problems.

**Things that might challenge you:** Researching the boring details; you will be frustrated by changes and rules which you think are not necessary. Remember that most people you work with will think that they are!

**Be ready for tough questions:** Your interviewer may ask some questions that will test the way you work -

1. Be ready to talk about how you would stick at a task even when the excitement has gone.
2. They might ask about your ability to seize an opportunity and accept suggestions from other people.



**Great questions to ask:** You should have a chance to ask questions and it is best to have some good ones ready. Here are some suggestions -

1. Ask who you will be working with and find out as much about them as you can. Ask what the job is meant to achieve in the wider organisation?
2. Ask about the decision process; will there be any more interviews? How will they let you know of their decision?
3. Ask if they have a "job description" and if so, can you have a copy? They should be prepared to let you see it.
4. Because you like to be rewarded for success, ask what can be achieved in the role and what the prospects for recognition are, ask about the hours, the pay, any holiday entitlement (and anything else that is important to you).

Remember to ask these questions near the end of the interview.

Good luck **Colin**

