

## Reviewing your Performance

As soon as possible after your interview, you should sit down and conduct a review of your performance during your interview. You should consider:

- What went right?
- What went wrong?
- When did you feel most at ease?
- What line of questioning made you feel uncomfortable?
- When you at your most fluent?
- When did you find yourself tongue-tied?
- What can you do to improve your performance next time?

From your answers, you can identify areas that you may need to work on for your next interview, and areas where you performed well.

If you weren't successful in this interview, you can use your answers to improve your preparation for your next interview.

It is important not to lose motivation if you were not successful in getting the job. Re-viewing your performance will make your next interview better and you will feel much more confident.

This interview skills leaflet is part of a wider range of employability skills information from DISC.

Ask your Support Worker if there are any more health and wellbeing issues that you would like to receive information about.



Employability Skills



## Interview Skills



## Preparing for Interviews

The most important factor in being successful at an interview is preparation. You usually have several days notice of your interview date, so use this time wisely.

Make sure you get the basics right:

- Where will the interview take place?
- If it is a large organisation, do you know which department to report to?
- How will you get to the interview?
- How long will it take to get there?

Try to find out as much as you can about the organisation to show that you are interested. This will also help you to answer any questions about the organisation or sector that you may be asked.

Practice outlining your life and career in a logical and clear way. Think of good examples of your successes and achievements.

Think of questions you may be asked and prepare your answers. Also prepare for questions that you hope you won't be asked so that you can prepare a good answer.

## Body Language

*"It's not what you say, it's how you say it"*

An interview is more than simply an exchange of words with a potential employer. Your movement, gestures and facial expressions also say a lot about you—this is called body language.

Body language counts for 55% of what an interviewer will pick up on in a conversation.

Only 7% of the conversation is made up of the words that you use. A much higher percentage (38%) is picked up on the way you say these words.

As your body language says so much about you during an interview, it is important to remember to a few handy tips:

- Stand or sit upright with your shoulders back—don't slouch.
- Smile.
- Don't sit with your arms folded—this is a defensive gesture.
- Maintain eye contact with your interviewer, but don't stare.

Good body language will help you to appear more confident and give the interviewer a good impression of you.

## Do's and Don'ts

*Do...*

- Be pleasant and polite to the person who greets you
- Knock before entering if the interview room door is closed
- Shake hands if invited to
- Ensure you know the interviewer's name and use it when the opportunity occurs
- Speak clearly and confidently
- Answer questions fully, not simply "yes" or "no"
- Be prepared to answer questions
- Show a genuine interest in the work and organisation
- Show pride in your achievements, don't be afraid to bring these to the attention of the interviewer
- Thank the interviewer before leaving

*Don't...*

- Sit down until you are offered a seat
- Slouch, fold your arms or fidget
- Try to be clever or speak in a way that isn't natural to you
- Give jokey answers to questions to cover up your nerves
- Criticise previous employers/ teachers/ colleagues
- Enter the interview room chewing or using an e-cigarette