

Interviews

Going to an interview can be hard but we are here to help



Easy read fact sheet



Telephone interviews are when an employer calls you and interviews you over the phone.



One to one interviews are when you are interviewed in person at the location of the job by one person.



Panel interviews are in person with 3 or more people asking you questions.



Group interviews are in person but there will be other people who applied for the job interviewed with you.

How do you prepare for an interview?



Make sure you have written down the date and time of your interview.



Set a reminder to help you.



If you can't go to the interview at the time you have been given phone the employer to change it.



Plan how you will get to the address of the interview.



If you feel nervous, get a friend, family member or support worker to travel with you to the interview.



Give yourself plenty of time to get to the interview.



If you need adjustments, tell the employer before the interview.



This could be needing more time to answer questions or having someone join you.



Think about questions you would like to ask and write them down.



You can ask about your role, the team or the company.

What should you take with you to the interview?



Bring some ID, like your passport.



Bring any paperwork the employer has asked you to bring.



Employers may ask you to bring 2 letters that have your name and address on them.



Taking your CV or application form may help remind you what you have told them about yourself.

What should you do during your interview?



Remember it is normal to be nervous.

Try to keep calm and be positive.



When you are called into the interview, introduce yourself and say hello.



Be friendly but make sure to be professional.



Don't rush and give yourself time to answer the questions.

How should you dress for an interview?



You should wear clean, smart clothes.



Making an effort in the way you look will show the employer that you want the role.



First impressions are important.
Make sure you look prepared.

What questions will I be asked?



The questions you are asked
depend on the job you applied for.



Try looking back at the job
description and think of questions
you may be asked.



You will typically asked about your
experiences, skills and why you
applied for the job.



At the end of the interview, the employer will tell you when you will find out if you have got the job.



You may find out if you have the job by phone, email or letter.



If you would like support from Ready, Willing and Able please fill in our contact form on the website.



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