Top tips

Interviews

- Be prepared. Find out where you are going beforehand and arrive on time.

 Remember first impressions with everyone you meet, count! Be confident, friendly and polite.
- **Do your research** about the council and the area you are applying to. Find out as much as you can to show you are interested.
- **Bring any documentation** that is asked for in the invite instructions.
- Listen to the questions and think before you begin your answers. Ask the interviewer to repeat or explain further if you do not understand a question. Don't be afraid to ask for a moment to think about something, jot the question down or ask to come back to it, interviewers understand that you will be nervous.
- **Be positive** about your skills, strengths and experiences. What you CAN do!
- **Honesty.** If you've faced difficult situations, show what you learned from them.
- **Think yourself into the role** beforehand, how would it feel? What would you be doing?

- 8 **Use examples.** For each answer use an example of how you demonstrate what is being asked. Look up the STAR method to answer questions about your skills and experience.
- Practice with someone beforehand. Consider the possible questions you may be asked.
- **Speak clearly, slowly** and to everyone on the interview panel.
- Read through the job description and person spec and your application again before the interview. This will give clues as to the questions you may be asked.
- **Ask questions** firstly about the role and opportunities, rather than pay and conditions. Prepare these beforehand.
- **Relax.** Remember the interviewer is hoping you will be the best candidate!

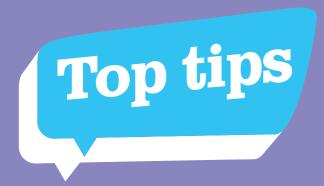


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Remember, interviews are always great experience and don't forget to ask for feedback.

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Job applications

- Prepare your information before you start. It's quicker if you have everything to hand.
- **Procus on what you have.**Don't be put off by what you haven't done.
- Take a break. If you get stuck for what to write, take a break and come back to it.
- Make it an easy read. Avoid jargon and waffle. Steer clear of super-long sentences, check you haven't repeated yourself.
- Go through the person specification. Demonstrate how you meet each of the criteria that has "application" detailed as the assessment method.
- Think creatively. If your work experience is limited, think creatively about your other interests and hobbies, what skills have you developed?

- What makes you stand out.

 Think of your real strengths and sell yourself, focus on "I" not "we".
- Check the information. Do you have the right experience or qualifications for the role. Ask for a quick call with the recruiting manager to find out more.
- 9 **Double check** your spelling, grammar and if you have provided the information requested.
- Use the STAR method to answer the person specification questions using your examples what was the Situation, Task, Action, and Result?
- Consider speaking to your referees beforehand, so there is no delay. Make sure their contact details are correct.



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