



WORK INSPIRATION – Interview/CV tips

Interviews can be nerve-wracking if you are a person who is not happy with “selling themselves” Being skilled at interviews is something you can learn and the hints and tips below will help you succeed at interviews whether for a part-time job, university or college course or job.

Interview Skills and Tips

- **The Uni Guide** Remember that receiving an interview invite means that admissions tutors are impressed with your application so far and you're in the running for receiving an offer. [Here](#) are some university interview tips to get you ready
- **UCAS** section gives you useful information on how to [prepare](#) for an interview. There are different [types of interview](#) so it important to familiarise with these so you are prepared. Part of your preparation is knowing what sort of [questions](#) they might ask
- **Hays Recruitment** - An interview can be a scary prospect, but with some preparation and planning it need not be an overwhelming challenge. In any case, the interview is not to be feared, but instead regarded as an opportunity to demonstrate your strengths, aptitude, and enthusiasm. This [Interview Guide](#) will give you all the hints and tips to succeed at an interview.
- **Save the Student** [Here](#) are some of the best ways to answer the most common questions
- **All About Careers** The [top ten tips](#) on how to prepare for a university interview
- **The Complete University Guide** will help students [prepare](#). It also includes information on [MMIs and medicine admissions tests](#)
- **The Balance Careers** has a comprehensive [section](#) covering most types of interviews. A popular type of interview are [behavioural](#) based ones and they will often use the [STAR technique](#). They also cover [situational](#) based interview questions. They have a nice summary on the [top tips](#) to help you succeed at interview

Work Inspiration
An initiative of



The Responsible
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Northern Ireland

- **Indeed** The best way to prepare for an interview is practicing your answers to common questions that interviewers might ask. [40 sample interview questions and answers](#)
- **Tutorful** have [tips](#) to help your university application stand out to get you that interview

NI Direct

- **NI Direct** section on Looking for Work and [applying for jobs](#) and covering a range of topics:
 - [Article](#) on **CVs and covering letter** and includes a [CV builder](#) tool
 - [Article](#) on Getting That Job and **Making the most of your Skills**
 - [Article](#) on job application forms
 - [Section](#) on Job Interviews and different types, common mistakes, types of questions

Barclays LifeSkills

- Job interview tips, advice and resources are [available](#) for students and educators. There are videos, simulations and handy tips. [Register](#) to access more resources
- Family Hub - [Home Learning Employability Skills](#) has a selection of resources on CVs, cover letters, application forms, types of interviews and virtual interview skills practice.

Skills Builder Framework

- **Skills Builder Framework** Discover the core framework for the skills that employers most want. This breaks down each of the 8 essential skills into 16 tangible and measurable steps you need to know and develop. Pick the skill you want to work on and build it using their brilliant resources. Explore the [Home Learning Hub](#) to access videos and skills for each step. Explore the [framework](#) more and find out how to apply these skills in in your chosen career path.

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To find out more about our Work Inspiration programme, please contact [Joanne Mehaffy](#) or visit www.workinspiration-ni.com