



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 Tips for University

- **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 university interview tips to get you ready
- **UCAS** gives you useful information on how to [prepare](#) for an interview. There are different [types of interviews](#) so familiarise yourself with these. What sort of [questions](#) might they ask. It also has a very useful section on '[How to write a UCAS undergraduate personal statement](#)'
- **The Complete University Guide** will help students [prepare](#). It also includes information on [MMIs and medicine admissions tests](#)
- **All About Careers** The [top ten tips](#) on how to prepare for a university interview

- **Tutorful** have [tips](#) to help your university application stand out to get you that interview

General Interview Skills Tips

- **Hays Recruitment** - An interview can be a scary prospect, but with some preparation and planning it need not be an overwhelming challenge. The interview is not to be feared, but instead regarded as an opportunity to demonstrate your strengths, aptitude, and enthusiasm. This [Interview Guide](#) gives 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
- **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](#)

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[technique](#). They also cover [situational](#) based interview questions. They have a nice summary on the [top tips](#) to help you succeed at interview

- **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](#)
- **National Careers Service** website has an [interview advice section](#) and it covers the [STAR method](#). There are some common interview questions, [practice your answers to interview questions asked](#).
- **Help Scout** have a simple and helpful [10 Tips for Knocking Your Virtual Interview Out of the Park](#)
- **BBC Bitesize** have a comprehensive section on [Interviews](#), including:
 - [How to prepare](#) for an interview
 - Five top [tips for acing online interviews](#)
 - [Application and interview tips](#)
 - How do I [write a great CV and covering letter](#)?
 - How can I explain my skills to employers? The [STAR](#) method

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 interviews, the different types, common mistakes, types of questions

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

Barclays LifeSkills Resources

- Job interview tips, advice and resources are [available](#) for students and educators. There are videos, simulations and handy tips. [Register](#) to access more resources
- There is an [online CV builder](#)
- 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 your chosen career path.

Examples of employer recruitment practices

- **BBC** website careers section covers; [application tips](#), [interview tips](#) and [assessment tips](#)
- Go Construct have a section on '[How to Apply for a Job in Construction](#)' on their website

Northern Ireland Employer Advice

- Robyn McCaughey from **Allen & Overy** [gives advice](#) on job application and interviews
- [Insight and advice](#) from Aideen McMichael from **Dowds Group**
- Joanne McClelland and Rebecca Taylor from **Henderson Group** [interview hints and tips](#)