

Interview Preparation

If you apply for a job, you may be offered an interview as the next step. Here is some information you may find useful for understanding what to expect.

Interview Types



Online Test

May include assessments on personality, situation-based questions etc. Sometimes takes place before a face-to-face interview.



Face-to-Face

The most common form of interview. Meeting people in person in a two-way process.



Phone

Used to learn if the applicant is suitable, possibly before meeting face-to-face.



Video

In between a phone and face-to-face interview, provides opportunity to share personality and experience.



Panel

More than one interviewer, allows the employer to share thoughts on applicants and may include a presentation request.



Group

Interviewed alongside other applicants, working together to give the employer a view of your personality and skills.

The 'STAR' Model

It is important to showcase your experience and skills. Interview questions could be best answered using examples, this technique provides a structure to do so.

1. Situation

Describe what was happening and where

4. Result

Describe the outcome and what you achieved

2. Task

Explain what you were doing

3. Actions

Describe what actions you took and the skills you used



Top Tips

Before

- Research the organisation, the role and make notes
- Revise your CV and prepare examples to back it up
- Practice answering common questions
- Check the location/time and make travel plans with time to spare

During

- Be positive and honest
- Remember, this is an opportunity to sell yourself and make an impression
- Explain how you have developed transferable and high performance skills as a footballer
- If you don't understand the question, ask
- Take notes

After

- Reflect on the interview, it is useful experience regardless of the outcome
- Alert CV references that they may be contacted and thank in advance
- Be patient

Two-way Process

Applicants	Employers
Learn about the organisation	Find out more about the applicant
Meet future colleagues	Gain an insight into their personality
Bring the CV to life	Decide if they will fit into the organisation

94% of employers say that life skills, including communication and teamwork, are as or more important than academic qualifications in the workplace.

'Life Lessons' Report, Sutton Trust, October 2017

