CCF students at Shenfield High School were unable to attend the Practice Interview Day / Careers Day where students in Y10 would have had a group of dedicated employer volunteers who had given up their time to support the students by giving them a 30 minute practice interview. These interviews are conducted by people from all areas of industry who are aware of the skills needed to gain that all important first job or acceptance into college/university. During Social Sciences lessons a few weeks prior to the event, students had been completing their CV in preparation for that day.

Barclays Life Skills have some wonderful online interview preparation tools and knowledge similar to what the Y10’s were given via their interviewees.

I am at school and I would like to Prepare for an interview.

<https://barclayslifeskills.com/i-want-to-prepare-for-an-interview/school/>

Have you ever wondered what it is actually like go to a job interview? Whether you are about to do your first or your tenth, practising your answers via mock interviews can be key for success. Barclays life for skills allows you to login and practice for an Interview virtually.

<https://barclayslifeskills.com/i-want-to-prepare-for-an-interview/school/virtual-interview/>

**Types of interview** [**https://barclayslifeskills.com/i-want-to-prepare-for-an-interview/school/different-types-of-interview-and-assessments/**](https://barclayslifeskills.com/i-want-to-prepare-for-an-interview/school/different-types-of-interview-and-assessments/)

Our interactive tool explores different types of interviews from the more traditional face to face to the more modern like video. When you apply for a job, there is quite a variety of different types of interviews and assessments you might be asked to do and will vary depending on the type of role, the industry, or the stage you’re at in the interview process. The good news is being familiar with what you might come up against can help you feel ready.

Boost your preparation even more by using [the worksheet](https://barclayslifeskills.com/media/5582/adapting-to-different-types-of-interview.pdf) on the different types of interviews, and get familiar with answering those all-important interview questions using the STAR model to help you ace your answers.

**Online**

* Might be used to test specific abilities and/or judgement (e.g. driving theory test)
* Employers can assess skills including digital, online communication and problem solving

**Phone**

* Can be used to find out if you sound like a good match for the role before an invitation to meet face-to-face
* You can ask any questions you may have about the employer or role
* Employers can assess your confidence, verbal communication and listening skills

**Face-to-face**

* Employers can get to know you in person and discuss your relevant skills and experiences
* Might be used to assess your confidence, face-to-face communication skills and punctuality

**Video**

* If the interview is in a different location, involves working remotely or from home, or you are unable to attend in person, a video call is a good replacement for a face-to-face interview
* Video can be used to assess your confidence, face-to-face communication skills and to hear examples of key areas that are essential to the role (e.g. teamwork or problem solving)

**Panel**

* Each person making up the panel could be assessing different things, and your role might link to each of theirs
* Employers can evaluate how well you speak under pressure and to an audience

**Group**

* Employers can discover stand-out candidates within a group or when hiring for multiple roles
* Candidates may be asked to complete tasks rather than answer questions
* Especially used to assess teamwork and leadership skills, as well as communication and problem solving

Why not extend your interview knowledge further by trying one of the resources below? Alternatively you can visit our [interviews hub](https://barclayslifeskills.com/interviews/) for more tools and tips, including an opportunity to [practice assessment tests](https://barclayslifeskills.com/i-want-help-applying-for-jobs/school/assessment-test/) which can be part of the application process.



<https://barclayslifeskills.com/i-want-to-prepare-for-an-interview/school/5-steps-to-the-perfect-interview/>

***5 steps to the perfect interview***

Whether you’re an experienced applicant or getting ready for your first ever interview, it never hurts to get advice from the experts. And who better than Kirstie Mackey, Head of LifeSkills, to provide tips on preparing for and performing well in a job interview?

**1. Practise doesn’t always make perfect**

It’s vital to prepare, but you can actually be ‘too ready’ for an interview (sort of). For example, doing things like scripting your answers can make things tricky, particularly if the interviewer throws in a question you hadn’t considered. Plus, your answers may not come across naturally. Preparing an answer guide to example questions with key points and examples that you want to cover will help stop you ‘speed reading’ your responses and potentially getting flustered.

Dan explains the benefits of speaking slowly in job interviews

**2. Identify your weaknesses**

‘What’s your greatest weakness?’ Interviewers love asking this question, mainly because of the theory that what you believe to be your weaknesses are really your strengths, and vice versa. For instance, you might say that people find you’re really picky about accuracy when giving feedback on a piece of writing. However, what the interviewer hears is that you're probably really good at grammar, editorial and quality control.

This doesn’t mean, however, that you should select a weakness in the hope that it will actually communicate a strength (‘Oh, you know, I’m a perfectionist’) It could easily backfire. Be honest. Find a small weakness and explain how you’re tackling it.

**3. But enough about me…**

A job interview is as much about you determining an organisation’s suitability as it is about the interviewer finding out if you’re the right candidate. If you can, turn the interview into a conversation and ask questions about the organisation’s structure, plans or recent achievements. This will show you’re interested and engaged and it will help make the interview – and you – more relaxed. Do some research beforehand through social media about the organisation and the person you’re talking to, to craft your questions.

**4. Open up**

Just as important as finding out if you have the right skills or attitude, is whether or not you’ll fit in with the team. So expect some questions about who you are as a person. They won’t be too personal (and you don’t have to answer anything you’re not comfortable with) but you should take the opportunity to provide positive insights about your likes and interests.

**5. Leave them wanting more**

The best you can hope for – aside from a job offer – is that the interviewer remembers you. You can make this more likely by leaving behind some examples of your work or an interesting newspaper article that might be of interest. You’ll not only be giving the interviewer a physical reminder but you’ll be showing them you’re keen.

Remember that organisations are just as eager to find great people as you are to land a great job. The fact that you’ve been selected to come in for a chat is a good sign that you’re the type of person they ultimately want to give the job to. Check out more tips and advice for coming across confidently here. Good luck

***10 steps to interview preparation:*** <https://barclayslifeskills.com/i-want-to-prepare-for-an-interview/school/10-step-guide-to-interview-prep/>

***Handling nerves at job interviews*** <https://barclayslifeskills.com/i-want-to-prepare-for-an-interview/school/handling-nerves-at-job-interviews/>

Your one-on-one has become a group session, you get a question you weren’t expecting or hadn’t prepared for, or maybe you’re just having a bad day. Relax. It’s all going to be okay. This is where your preparation – and a couple of useful tips like the following – can really come in handy:

**Slow it down**

Nerves can cause you to speed up your speech. If you naturally get nervous or speak quickly, there are many ways to tackle this. Dan has some handy advice to help you on your way:

**Watch your (body) language**

In an interview, due to nerves or just lack of practice, you can be saying one thing, while your body is saying something completely different. Samuel explains how to get back in sync:

**Clear communication**

When trying to impress an employer in an interview, communicating well is a really important tool for making the right impression. If you feel yourself starting to get nervous, consider the tips above. You might also think about the people interviewing you. They were once in the same position as you and they made it through.