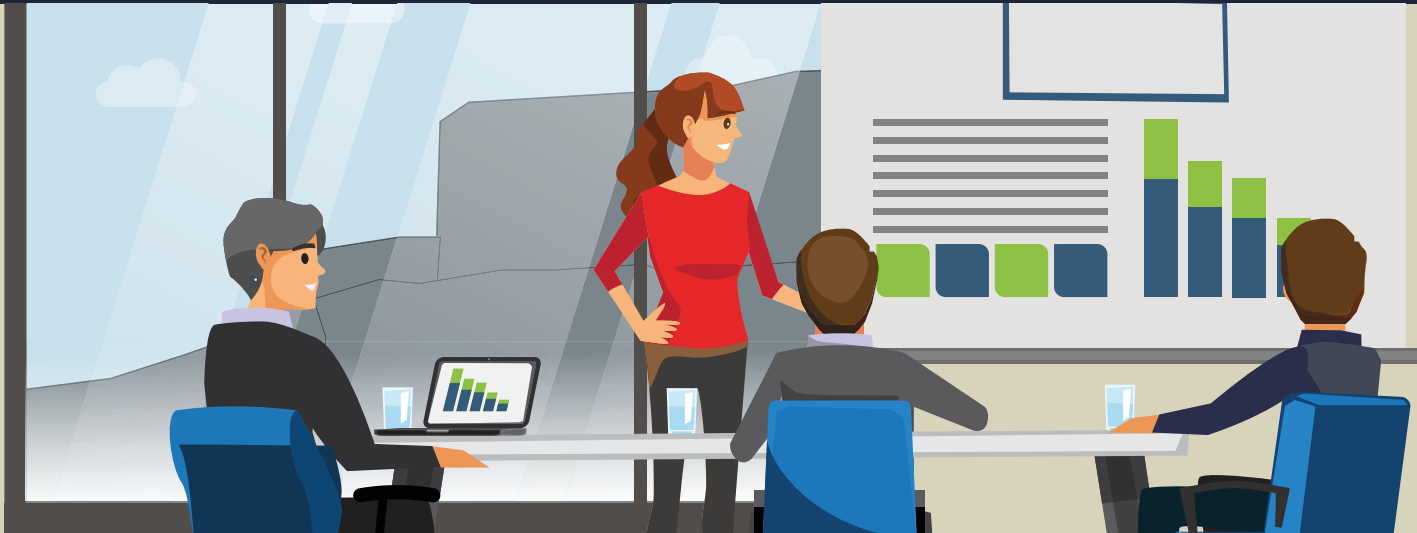


Top Tips for Applicants - Face to Face Interviews

January 2021



Congratulations

Congratulations, you've submitted your online application form and you've been invited for an interview with us at Conwy. Interviews or selection processes may be in person or by video. We have separate tips for virtual interviews but this guidance will focus on situations where we will be meeting face to face to get to know applicants.

We want to get the best from you so have put together some tips to help you in your interview.

Understanding Conwy's process:

- Each interview panel will have a list of set questions ready to ask you
- These will be scored to help them decide who is the best fit for the role
- Questions will test the skills and experience listed in the Job Description and Person Specification
- The panel may take turns to ask questions
- They will take notes, either hand written or typed on the laptop, don't worry they are still actively listening.

Prepare to succeed:

- Plan ahead and make sure you know how to get to the location, how long it will take and what parking or public transport is needed - maybe do a test journey
- Make sure you know the name of who you will be asking for on your arrival
- Do some research on the organisation or department - there is lots of information on our website
- Dress for success - dressing smart and professional can also build your confidence



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- Avoid distracting items but don't be afraid to use block colour - first impressions count and you want to stand out
- Some roles may ask you to give a presentation at interview and to email copy the day before in case of technical issues - practise the timings beforehand and make sure it has been spellchecked
- Maybe prepare some answers you can build on, consider examples of your strengths, weaknesses or achievements you are proud of
- We always find it hard to think of our positive traits, maybe write down up to 30 words to describe you and your skills to help boost your confidence
- The panel will want to get to know you, maybe prepare an answer on why you feel you would be best for the job and what you can offer the team using some of the prepared words.

Undertaking the Interview:

- Be on time, and plan to arrive about 10 minutes before the interview so you feel prepared
- Think about your greeting on arrival
- Think about your body language - sit up straight
- Smile, relax and be yourself
- The panel will usually start off with a "settling question" and small talk to get to know you
- Try not to waffle and keep answers focussed
- Don't worry if you do go off on a tangent, ask them to repeat the question and get back to the point
- Don't forget everyone gets nervous, interviews are not natural settings for anyone
- Always be honest
- Think things over, don't feel you have to rush, take a sip of water while you think about your answer
- Don't be afraid to ask the panel to repeat questions
- Try not to fidget or pull funny faces, if you know you do this maybe practice control beforehand
- Take notes to glance at to help you, but don't read as a script
- Remember to make eye contact
- Remember to give examples with your answers, full rounded answers achieve the best scores.

Checks and Verification:

- The panel will ask about any gaps in the employment history or anything you want to check on your application form so have a copy to hand
- Have copies of your certificates, identification or right to work documents with you as you may be asked to present these during or after interview if successful
- If appointed you will be asked for original copies of these documents.

Closing the interview:

- The panel will allow time for you to ask questions if you have any
- They will also let you know when they plan on making a decision and how they will get in touch.



GOOD LUCK!