

## Preparing for an interview:

- Ensure you get to interview on time.
- Dress quietly and tidily.
- Be focussed on the interview only.
- Know the interviewer's full name and title.
- Know company's products/services (websearch)
- Prepare questions you want to ask beforehand.
- Questions you may want to ask:-
  - :Detailed description of the position
  - :Reason the position is available
  - :Is there an induction or training programme
  - :What are the company's growth plans.
  - :Is there further/advanced training available.

## Questions you may be asked at the interview:

- Why did you choose this particular job?
- Why would you like to work for our company?
- What interests you in particular about us?
- What previous experience have you had?
- What aspects of previous jobs did you enjoy?
- Where do you see yourself five years from now?
- What does teamwork mean to you?
- Do you have your own transport?
- What are your particular strengths?
- What are your particular weaknesses?
- Why do you want to leave your current job?
- Details of referees
- Why should we consider you above others?

## Negative Factors to watch out for:

- Inability to ask relevant questions
- Poor personal appearance/late for interview
- Overbearing attitude at the interview
- Lack of planning for your career – lack of goal
- Lack of interest/enthusiasm/confidence.
- Condemnation of past employers
- Lack of maturity/courtesy/professionalism
- Failure to ask questions about the job
- Over emphasis on money
- Bad body language – limp handshake/  
inability to get eye contact.

## The Team

Steve Shonk *Employment Liaison Officer*  
Ben Browton *Personal Advisor*  
Heather Smith *Training and Development*  
Hetty Austen *Personal Development*  
Martin Shillam *Careers Advisor*

Tel: 01424 446373

or text LINK to 07516 005589

## Where to find us



Hastings Trust  
35 Robertson Street  
The America Ground  
Hastings Town Centre  
East Sussex  
TN34 1HT  
[www.hastingstrust.com](http://www.hastingstrust.com)



## The Monday Club

**Mondays 2–4pm Drop-In**

Hastings Employability Link Project now hosts the Monday Club, a friendly and helpful drop-in resource for people who want to create and/or upgrade their CVs.

A full assessment and interview is available to help prospective jobseekers to increase their self-confidence and improve their future employment prospects.



## What Makes a Good CV?

Your CV (Curriculum Vitae) speaks volumes about you and is the first step towards getting your foot through the potential employer's door. It is very important that you add as much relevant information as you can and that the layout and presentation looks professional.

A good example of a CV layout is presented here:-

Mr/Mrs/Ms A.N. Other  
No 1 Pottingshed Lane  
Hastings,  
East Sussex  
TN00 0AB  
Tel: 01234 56789  
Email: another@aol.com

### Profile:

(4-6 Sentences summing up who you are and what you're looking for)

### Key Skills:

(4-6 bullet points highlighting particular skills)

### Career Details: (Most recent first)

Date	Company	Position
Job Detail: more detail on most recent/relevant job.		

### Education: (Most recent first)

Date	School	Exam Result
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### Qualifications:

As above for Education and can include any professional or personal exams/diplomas/tests/certificates taken.

### Additional Information:

Can include any extra information that may be useful.

### Interests:

Listing hobbies/interests

### References:

You can either list these or put 'Available on Request'

## Covering Letters

Your Address Line 1  
Your Address Line 2  
Your Address Line 3 & Postcode  
Your Tel/Mobile No:  
Your Email:

Mr/Mrs.....  
Position  
Company Name  
Company Address Line 1  
Company Address Line 2  
Company Address Line 3 & Postcode

Date .....

Dear Mr/Mrs .....

I am writing to apply for the position of ..... within your company, as advertised in the ..... (optional)

My last/current job was/is in a ..... (*type of organisation*) where I held/hold the position of ..... (*job description*). I have worked for ..... (*name of company*) for a period of ..... (*time employed*) and I am looking to change employment due to ..... (*reason for wanting to change employment*)

*(At this stage a personal statement from your CV or bullet points highlighting key skills that are relevant to the job being applied for can be detailed here)*

I hope my application is of interest to you and enclose my CV for your consideration. I look forward to hearing from you in the near future.

Yours sincerely,

A.N. Other

Enc: CV

## Getting that Successful Interview!

A job interview is in essence, a 'sounding out' of both parties, the potential employer and the potential employee to see if they are compatible enough to draw up a contract of employment. A job interview is a two way street. The interviewer is interested enough in you to want to find out more about you and you are interested enough to find out more about the job in hand. Both of you want a successful outcome.

Interviewers look for enthusiasm, friendliness, a good sense of humour and the possibility of you fitting into the employer's workforce. Your CV has proved to be interesting enough for an interview. Being on time shows your reliability.

Consider the questions you want to ask at the interview and be prepared for when you need to give them answers. The person who interviews you represents their organisation and they will be loyal to it. Researching the employer, probably most easily on the internet, is strongly advised. They will answer any questions about their company and be impressed that you asked. Express a professional opinion only about your last/present company. If you have/had personnel problems at work, then 'looking for a job that will challenge me more'. as an example, is a better answer than a personal one.

Body language is important; sit upright but relax your shoulders. Get yourself comfortable in the chair and breathe calmly. Listen carefully to what the interviewer says and don't interrupt them. Give a firm handshake and get eye contact with them. Above all, don't forget to smile. If you aren't compatible enough for a contract and the interview is deemed 'unsuccessful' take the experience as a lesson in learning how to polish up your interviewee skills. If you can, try to find out what lost you points at your interview. Often companies are willing to give this information. No interview is a failure!