Develop Your Interview Skills

HOW THE CAREERS SERVICE CAN HELP
The Careers Service offers you a number of opportunities to develop your interview skills. You don’t need to have been invited to an interview by an employer to start finding out what makes a successful interviewee and we would encourage you to begin your preparation well in advance. Practising your interview skills very shortly before the ‘real’ interview can, in fact, be counter-productive as you won’t have time to think about how you might improve and carry out any further preparation.

STEPS TO INTERVIEW SUCCESS
Step One -
READ... Get an introduction to interviews by reading
• The Careers Service website sections ‘Interviews’ and ‘Preparation for Interviews’ at www.imperial.ac.uk/careers/applications and the ‘Applying for Jobs and Courses’ section of the Careers Information Room contain information on the interview process.
• Careers Service handouts and information sheets such as ‘Interviews’ and ‘Assessment Centres’ can be picked up from the Careers Service Information Room or downloaded from www.imperial.ac.uk/careers/handouts. Find out more about all the resources available to help you prepare for interviews.
• The section on interviews on the Prospects website www.prospects.ac.uk contains information on first interviews, assessment centres, interview problems and handling job offers, plus details of other information sources.
• The Careers Service has a range of reference books to give you a more detailed insight into interview skills. These are available from the Careers Service reception desk and include: ‘Great Answers to Tough Interview Questions’ and ‘The Ultimate Interview Book’

WATCH... See how to perform well at interview
• ‘The Quick Guide to Preparing for Interviews’ contains hints and tips from Careers Service staff and employers. Follow the link from our home page - www.imperial.ac.uk/careers
• ‘Making an Impact: the Graduate Job Interview’ is online at www.imperial.ac.uk/careers/resources/videos
• ‘At the Assessment Centre’, which includes interview hints and tips, is available at www.imperial.ac.uk/careers/resources/videos
Step Two - ATTEND...

- Come to an Interview Seminar, which gives an introduction to successful interview techniques, run at least once a week during the autumn and spring terms
- The Careers Service plans events which are designed to enhance your chances of success in the application process. The Career Choice publication has details of our career talks and employer led skills workshops programme, both of which can include sessions on interviews. See JobsLive at [www.imperial.ac.uk/careers](http://www.imperial.ac.uk/careers) for more information.

Step Three - PRACTICE...

- Come to a Group Mock Interview session run during the autumn and spring terms and develop and practice your interview skills in a small group session. Get feedback on your interview technique and learn from watching others undertake interviews. Book your place and find out more about the session via JobsLive at [www.imperial.ac.uk/careers](http://www.imperial.ac.uk/careers)

FURTHER SOURCES OF HELP

**Individual Mock Interviews** - These are available for students who feel that they need additional help to develop their interview skills. During the autumn and spring terms it is expected that all students who have a mock interview will normally already have attended the Careers Service mock interview group session. Mock interview appointments last for 40 minutes and you will be asked to complete a booking form before you make the appointment, to help us find out more about the assistance you need. Careers Consultants can provide you with feedback on individual performance and body language. Ask at the reception for more details, or see [www.imperial.ac.uk/careers](http://www.imperial.ac.uk/careers)

Only one mock interview per student per academic year is normally available.

**Mock interview with a graduate recruiter** - During the academic cycle, some recruiters will arrange a series of mock interview sessions. These offer you the chance to practice your interview technique with a trained interviewer in the sector you are looking to enter. All mock interviews are free. Book online via JobsLive at [www.imperial.ac.uk/careers](http://www.imperial.ac.uk/careers)

**AND FINALLY...**

You need to be well-informed about the job and the sector that you are applying to. Prior research into the employer and job sector is essential before you attend an interview. The Careers Service has occupational information online, as well as reference books and take-away information about a whole range of employment sectors and careers to help you with this. You can also find information about different jobs at [www.prospects.ac.uk/careers/occupations](http://www.prospects.ac.uk/careers/occupations)

For information on the disclosure of disability or specific learning difficulty such as dyslexia please see the information on the Careers Service website: [www.imperial.ac.uk/careers/disclosure](http://www.imperial.ac.uk/careers/disclosure)