

THE JOB INTERVIEW TOOLKIT

Exercises to get you fit for your interview

"I re-read it before my last interview... and got the job!"



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Step 1 Think like an Employer

Your one and only task in the interview is to convince the person opposite you that they want you for the job.

The first step to persuading someone is to understand them. So how do you get inside their head and see things from their point of view?

Here is the first Tool in our Toolkit

Imagine...

... that you are looking for someone to work for you.

If you have been a boss, you will find this easy. Think back to a time when you recruited staff. Note down your thoughts and feelings as you prepared for the interview. What were you hoping to find?



If you find it hard to imagine being the boss, choose one of these scenarios. **Imagine you are looking for...**

a hairdresser to do your hair at home

someone to fix your computer

someone to care for your child while you are at work

someone to do your garden

Four or five people have phoned and you have arranged for them to come round this evening at half hour intervals. What is going through your head as you wait for the first to arrive? Note them in the thought bubbles.

I want a gardener/
child minder who...

I want an IT person/
hairdresser who.....

?

I DON'T want.....

I'm worried
about.....

What did you write? Here are some things people have said about:

Looking for a hairdresser ...

- I want them to make me look good
- I don't want them to ruin my hair
- I want someone who understands the kind of style I like
- I want them to give me new ideas
- I hope they're friendly
- I don't want them to force their ideas on me
- I need someone who doesn't mind the kids or the mess

If I've got computer problems ...

- I hope they'll explain it in language I can understand
- I need someone who really knows about computers
- I don't want someone who makes me feel stupid
- I hope they don't break it
- I need someone I can call on when I want them
- I need them to be clear about their charges

The person who looks after my children...

- I hope they're kind, lively, fun
- I hope the kids will like them
- It must be someone responsible – my child has got to be safe
- I want them to have the same ideas as me about raising children
- I want to find the house clean and tidy when I come home

How many of these did you want? Look at your wants and fears, and it is very likely that they were all about wanting someone who:

1. **Can** Skilled, good at their job, capable, knowledgeable
2. **Wants to** Keen, cares about the job and is reliable
3. **Fits in** Easy to get on with, understands your needs, makes you feel comfortable, has a similar style and outlook.

It has been said that what employers want comes down to three things:

1. **Can** you do the job?
2. **Will** you do the job?
3. Will you **fit in**?

Put your “employer” hat back on and imagine you are sitting at home waiting for your applicants to arrive – your hairdressers, IT people, childminders or gardeners. There is a ring at the door and you go to open it. What do you see?

Imagine the different types of people who might be standing there on the doorstep.

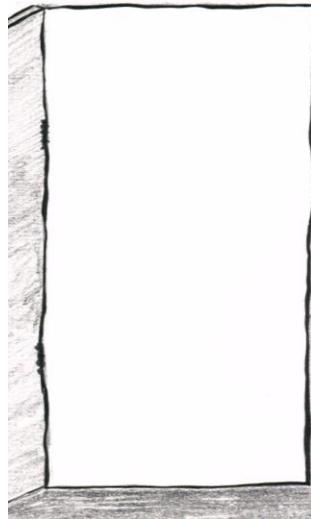


What kind of person would you like to see?

Who would be right to do your hair or care for your child, fix your computer or do your garden?

Draw the type of person you would like to see in your doorway or jot some words to describe your ideal candidate.

You could approach it from the other side and say what would put you off – what would you **not** like to see?



I would **not** want someone who.....

You are beginning to understand how it feels to be an employer and how first impressions can give you a good idea about whether someone is going to be suitable or not.

Still, first impressions can be deceptive, so imagine you are willing to invite the person in and give them a chance. Which job are you interviewing them for? Circle one of these...

Hairdresser Computer person Childminder Gardener

Now you have got the person sitting on your sofa or at the kitchen table, or perhaps walking round the garden or looking at your ailing PC. What kind of things will they say and do to persuade you to give the job to them?

 They will impress me if they...

What might they say or do to put you off?

 I will be put off if they...

Now you know how it feels to be an employer, it is time to consider what the people interviewing you are going to be worrying about.

1. **Can you do the job?**

Are you capable of doing what they need you to do?

- Have you been trained?
- What experience have you had in this sort of work?

Do you know enough about it:

- Theoretical background to the job and recent developments?
- Legislation and other relevant issues?
- About their organisation and how it works?

2. **Will you do the job?**

Will means two things – firstly, can they rely on you?

- Will you turn up every day, at the right time?
- Will you do a good job, every time?
- Will you be there when they need you?

Secondly, are you willing?

- Do you really want this job, are you hungry for it?
- Are you keen and enthusiastic about this sort of work?
- Do you seem passionate about it?

3. **Will you fit in?**

- Will you get on well with other people already there?
- Are you a team player?
- Do you have the image they want to project to customers?
- Do you share the values and vision of the organisation?
- Do they feel comfortable with you, do you like them?

Remember how it feels to be an employer and on the next page, note what you need to do to convince them you...

- **Can** do the job
- **Will** do the job
- **Fit in** to their team, and with their company

The job I am applying for is	
The company is	
<p>To convince them I can</p> <ul style="list-style-type: none"> ★ I am capable of doing this type of work successfully ★ I have had training ★ I am experienced in this sort of work ★ I know sector background, recent developments, legislation and other issues ★ I know about their organisation 	I need to (appear, do, say)...
<p>To convince them I want to</p> <ul style="list-style-type: none"> ★ I'll do a good job, every time ★ I'll be there when they need me, on time, every time ★ I'm enthusiastic, passionate about this sort of work ★ I'm hungry for this job 	I need to (appear, do, say)...
<p>To convince them I'll fit in</p> <ul style="list-style-type: none"> ★ I'll get on well with the people already there ★ I can be a team player ★ I have the image they want to project to customers ★ I share the organisation's vision and values ★ I like them as people, they feel comfortable with me 	I need to (appear, do, say)...

Now move on to **TAPAS Step 2** for more help with this.