



Your complete interview guide

Useful advice and tips for your interview

Types of interviews you might face

- > Telephone: Take a look at our guide on [how to perform well in a telephone interview](#).
- > Video: Here's a piece about [online interview tips and best practice](#).
- > Face-to-face: We've created a blog looking at [general tips to prepare](#).

Preparing for your interview

Practical details:

- > Confirm the interview time, location, and format (in-person, phone, or video).
- > Test your technology if it's a virtual interview.
- > Plan your journey to ensure you arrive 5-10 minutes early.

Review the job description

- > Focus on key responsibilities and required skills.
- > Prepare examples from your experience that align with the role.

Research the company

- > Check their website for recent updates, awards, and values.
- > Use LinkedIn to research the company and your interviewer(s).
- > Look for news articles or press releases to gain insights into their latest projects.

Prepare questions to ask:

- > "What does success look like in this role?"
 - > "What are the company's growth plans?"
 - > "What are the next steps in the hiring process?"
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Questions

Commonly asked questions:

- > "Tell me about yourself."
- > "Why do you want this job?"
- > "What are your greatest strengths and weaknesses?"
- > "Where do you see yourself in five years?"

Competency-Based Questions (STAR Method):

- > **Situation:** Describe the context or challenge.
- > **Task:** Explain your role or responsibility.
- > **Action:** Detail the steps you took.
- > **Result:** Share the outcome and what you learned.

Examples:

- > "Tell me about a time you solved a challenging problem."
- > "Describe a situation where you led a team to achieve a goal."

Technical questions

- > Industry-specific knowledge – e.g., legal frameworks, accounting principles, IT systems.

- > Review industry regulations and updates – are there any recent changes in your field?
- > Refresh your technical skills – revisit key concepts and processes relevant to the role.
- > Use job descriptions as a guide - identify technical skills mentioned and ensure you can confidently discuss them.

Questions to ask the interviewer

- > “What are the future plans of the company?”
- > “What are the company’s growth plans?”
- > “How does this role contribute to the organisation’s wider goals?”
- > “What advice would you give to succeed in this role?”

Diversity, equity and inclusion (DEI) questions

- > How would you promote diversity and inclusion?
- > What do you see as the challenges of leading and managing a diverse workforce?
- > What experience do you have of working with those from different cultural backgrounds?

Common mistakes to avoid

- > **Being unprepared:** Research the company and role thoroughly.
- > **Arriving late:** Plan your journey and allow extra time.
- > **Talking too much or too little:** Practice concise, focused answers.
- > **Not asking questions:** Prepare thoughtful questions to show interest.
- > **Speaking negatively about previous roles:** Frame your reasons for leaving positively.

After your interview

Send a thank you email:

- > Thank the interviewer for their time and reiterate your enthusiasm for the role.

Stay in touch with your recruiter:

- > Share how the interview went and provide feedback.
- > Discuss your next steps and any additional roles of interest.

Final tips

- > Be yourself: Authenticity leaves a lasting impression.
- > Stay proactive: Keep momentum in your job search while waiting for responses.
- > Lean on your recruiter: They’re there to guide you and open new opportunities.

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