



# Maxim Resources

Interview With Confidence

# Interview With Confidence

## The Different Types Of Interviews

Every interview is conducted with the same goal in mind: to find the best candidate for the available position. Despite the fact that the end goal is the same, each company takes a different approach when interviewing applicants. *Interviews can be structured (a series of questions that are planned ahead of time and then asked) or unstructured (typically in the form of a normal conversation but centred on the vacancy).*

**The main interview types that you will most likely encounter when looking for work are listed below:-**

### One-to-one interviews

This is where an interviewer will ask the interviewee a number of relevant questions to weed out the best candidate for the role. These are popular with smaller companies.

### Panel Interviews

These are popular with larger corporations and consist of a group of interviewers taking turns asking you questions. This can be a frightening experience, so make sure you prepare thoroughly for your interview.

### Competency-based Interviews

The goal of a competency-based interview is to test a variety of skills, and you will be required to respond in the context of actual events. This can be in person or online. The skills you'll be tested on will be heavily influenced by the job you're interviewing for and the industry you'll be working in.

## How To Prepare For An Interview

- Investigate the industry and the company
- Recognize the reasons why you want a job
- Try to analyse your flaws and come up with solutions to defend yourself
- Prepare yourself for common interview questions
- Organise a list of questions
- To account for environmental factors, arrive at your interview earlier than the agreed-upon time
- Dress comfortably but smartly
- Role-play an interview with a friend. Make sure you're speaking clearly, emphasising your selling points, and maintaining good eye contact
- Bring a copy of your CV
- Create a survival kit for interviews. It could include, chewing gum, deodorant, a little mirror, tissues, phone charger, water bottle, etc.

## Questions You could Ask

### About The Company

- Can you describe the organization's working culture?
- Can you tell me more about the role's day-to-day responsibilities?
- Could you provide me with more information about the team I'll be joining?
- What is the size of this office/team/department?
- What words would you use to describe the values of this company?
- What do you like best about your job?
- Are there opportunities for advancement and training within the company?
- What are the most significant benefits of the job and working for this company?

### About You

- What qualities do you seek in a candidate?
- In the first three months, how could I possibly impress you?
- Do you have any reservations about my qualifications that I can assuage?

### The Future

- What do you think the company will be like in the next five years?
- If you extend me a job offer, when do you want me to start?
- Why is this position available? Is this a brand-new position?
- When can I expect a response from you?

## Common Interview Questions

### About The Company

- How did you hear about this position?
- What makes you want to work for this company in particular?
- Why do you want this job?
- Why should we hire you?
- What can you bring to this company?

### About You

- Tell me about yourself
- What are your greatest strengths?
- What are your greatest weaknesses?
- What's your greatest personal achievement?
- Tell me about a time you failed?
- What motivates you?

### Other

- Why are you leaving your current job?
- What are your salary expectations?
- What didn't you put on your CV?
- Do you have any questions?

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