**Face-to-face interviews**

* This is a chance for the employer to meet with you and hear more about the experiences you mentioned in your application form.
* You will most likely be asked competency based questions relating to the job description. Consider the CAR technique to help you structure these before you go in.
* Listen carefully and show that you are interested in what the interviewer is saying.
* Body language is very important and forms part of your overall communication.
* Think about the clothes you wear and make sure you have followed the right dress code (you can check this when you confirm your interview).

**Telephone interviews**

* Think about how you sound as this is all the interviewer has to go on.
* Even though the employer can’t see you, sitting upright and not lying down or slouching will help the tone of your voice.
* You have the advantage of being able to have notes in front of you. Make sure you don’t have reams of paper - flicking through could cause a delay in your answer.

**Assessment centres**

* These usually consist of a number of exercises designed to assess the full range of skills and personal attributes required for the job. For example, a teamwork activity to assess how you work with others and as part of a team.
* Examples of organisations that may use assessment centres are The Armed Forces, The Police, The NHS, Manufacturing companies, banks, retailers. The smaller the organisation, the less likely they are to use assessment centres!
* The employer will have a checklist of the essential skills and personal attributes required for the job. These will vary depending on the job but could include:
- leadership skills
- working under pressure
- verbal communication
- teamwork
* Assessment centres are usually the final stage of the selection process. They are likely to follow on from an online application and a one-to-one intervie