

Top tips

Interviews

- 1 Be prepared.** Find out where you are going beforehand and arrive on time. Remember first impressions with everyone you meet, count! Be confident, friendly and polite.
- 2 Do your research** about the council and the area you are applying to. Find out as much as you can to show you are interested.
- 3 Bring any documentation** that is asked for in the invite instructions.
- 4 Listen to the questions** and think before you begin your answers. Ask the interviewer to repeat or explain further if you do not understand a question. Don't be afraid to ask for a moment to think about something, jot the question down or ask to come back to it, interviewers understand that you will be nervous.
- 5 Be positive** about your skills, strengths and experiences. What you CAN do!
- 6 Honesty.** If you've faced difficult situations, show what you learned from them.
- 7 Think yourself into the role** beforehand, how would it feel? What would you be doing?
- 8 Use examples.** For each answer use an example of how you demonstrate what is being asked. Look up the STAR method to answer questions about your skills and experience.
- 9 Practice with someone beforehand.** Consider the possible questions you may be asked.
- 10 Speak clearly, slowly** and to everyone on the interview panel.
- 11 Read through the job description** and person spec and your application again before the interview. This will give clues as to the questions you may be asked.
- 12 Ask questions** firstly about the role and opportunities, rather than pay and conditions. Prepare these beforehand.
- 13 Relax.** Remember the interviewer is hoping you will be the best candidate!



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Remember, interviews are always great experience and don't forget to ask for feedback.

**Bolton
Council**

Top tips

Job applications

1 Prepare your information before you start. Its quicker if you have everything to hand.

2 Focus on what you have. Don't be put off by what you haven't done.

3 Take a break. If you get stuck for what to write, take a break and come back to it.

4 Make it an easy read. Avoid jargon and waffle. Steer clear of super-long sentences, check you haven't repeated yourself.

5 Go through the person specification. Demonstrate how you meet each of the criteria that has "application" detailed as the assessment method.

6 Think creatively. If your work experience is limited, think creatively about your other interests and hobbies, what skills have you developed?

7 What makes you stand out. Think of your real strengths and sell yourself, focus on "I" not "we".

8 Check the information. Do you have the right experience or qualifications for the role. Ask for a quick call with the recruiting manager to find out more.

9 Double check your spelling, grammar and if you have provided the information requested.

10 Use the STAR method to answer the person specification questions using your examples, what was the Situation, Task, Action, and Result?

11 Consider speaking to your referees beforehand, so there is no delay. Make sure their contact details are correct.



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