



## **Interview preparation and advice**

Preparing for an interview can be quite a daunting task. Cartwheel has therefore put together a few helpful hints to make you feel more confident before, during and after the interview.

### **Before your interview**

Preparation is the key to success! We recommend therefore that you do the following:

#### **Time/Date/Venue**

Make sure you have confirmation of the date, time and location of the interview and that you have confirmed your attendance.

If you are unsure of the location, leave plenty of time to find it. If you can, do a 'dummy run' the day before at a similar time, to give you an idea of how long the journey will take, where to park and how to find the venue.

#### **Company Research**

Do your research on the Company; via their own website along with researching any news articles on the company via industry news sites like The Caterer.com/News, Propelinfonews and CGA Peach Report etc.

Find out as much about the company as possible:

- Size, turnover, when it was established, who owns the company, how is it funded, who are the key figureheads, what can you find out about its reputation and culture.
- Obtain an organisation chart if available.
- Visit key locations if possible, especially if it is a role within a high street brand, hotel or leisure venue, as these are very accessible.

#### **Interviewer/s**

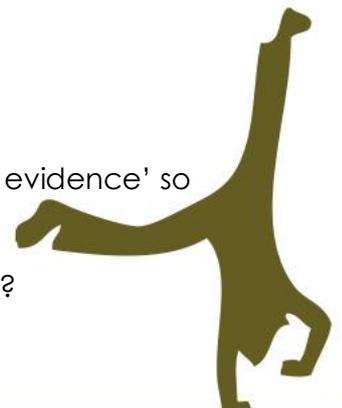
- Make sure you know who you will be interviewed by – will you be interviewed by one person or will it be a panel interview?
- Ensure you have their full names and job titles, so you know where they sit in the hierarchy of the company.
- Do your research on them (Google, LinkedIn, Twitter etc.) it all helps to feel more relaxed and takes away some of the unexpected anxiety if you feel you know a bit about the interviewer before you meet them.

#### **Style of Interview**

Try to find out the style of interview so that you can prepare for either a 'Behavioural/Competency' based interview or an 'Informal' chat.

Behavioural/Competency is very much focused on 'past performance evidence' so you will be asked lots of direct open questions such as:

- Give me an example of when you have been out of your depth? How did you handle the situation? What was the outcome?





- Tell me about your biggest achievement at work?  
How did you achieve this?  
What impact did it have on the business/team?
- Give me an example of how you have improved performance?  
What approach did you take?  
How did your team react?  
What were the results?

You will face lots of 'probing' questions covering various areas such as; Operational, Business Development, Finance, Communication, Leadership, Conflict Management etc.

Try to pre-empt what questions you are likely to be asked, based on what is required from the **Job Description** and have some **answers/examples** ready to share. Don't be afraid to write them in a notebook and refer to them during the interview if necessary. Sometimes your mind can go blank, often due to nerves and having some notes to refer to shows you have not only prepared, but helps to keep you in control during, what can often be a tough style of interviewing.

#### **Read your CV and prepare your questions**

- Make sure you read thoroughly through your own CV, you may be asked specific questions about it, so ensure you are intimately familiar with it.
- Think about your background, skills and experience and how they could add value to this role you are applying for and the employing company.
- Prepare a list of questions that are important to you. Ensure some of them are around the expectations of the ideal candidate, the personal development opportunities and career progression.

#### **Plan your outfit**

Think about what you are going to wear. Ensure your outfit emulates the culture of the company. For example, if they are a relaxed, informal organisation, then attending formally suited (tie/jacket) may project the 'wrong fit'. If we are representing you we will always offer guidance on this.

