

# INTERVIEW TOP TIPS!



## BEFORE...

Respond to the invitation to confirm your attendance as soon as you can. Or, inform them if you are no longer able to attend, or wish to withdraw your application.

Read through the interview instructions thoroughly. If the initial information doesn't cover key information, find out key information about the interview:

- Interview process and structure (written test, group exercise, face to face, psychometric)
- Virtual or in person? If the latter, location (parking)
- Name of key contact

If you need reasonable adjustments to be made, let the interviewer or key contact know. Don't be afraid to ask for this.

If you haven't already, research the organisation - e.g. Google, 'insider information', press coverage.

Re-read your application form, the job description and person specification.

Be as prepared as you can! Have some examples of situations where you have demonstrated the criteria they are looking for. Ensure you can talk about key legislation or theory.

Get together any documents you might need to bring.

Think about what questions you would like to ask the interviewer(s). These can show your interest in the organisation and development.

If the interview is virtual, test your technology and ensure you can access the platform. Consider your environment and whether you need to go somewhere quieter, or blur your background for privacy.

Dress appropriately.

Arrive or log on early.

## DURING...

Answer the questions to the best of your ability. If the question has multiple parts, answer each part separately. Don't be afraid to take your time, make a note of the question, ask for clarification or for questions to be repeated if needed, especially if there are multiple parts to the question.

Most interviews are scored to set criteria based on the person specification, so use your prepared examples to talk about your knowledge, skills and experience. Be clear and precise in your answers.

You might be asked a clarifying question, or to expand on a given example. These are to help you and your reply will give more depth to your answer.

Talk about social work theory and good social work practice.

Feedback relevant information you know about the organisation and the post.

Show enthusiasm about the job, organisation and profession.

Avoid negativity or criticism about your current and previous experience and organisations.

Take ownership of your answers and try to say I/me rather than we/us.

Ask your questions at the end of the interview, or when prompted to do so. You do not have to ask them all, especially if the answers have been discussed already as part of the interview.

## OTHER CONSIDERATIONS...

If you're a final year student applying for your first social work post, you should consider when your final board of studies sit.

Have your final placement report & University PDP ready.

Are you already or when will you be registered with Social Work England?

Are you a member of the British Association of Social Workers (BASW)?

Do you have a car and are you willing to use it for your job? If so, is it insured for this purpose?

If no interview is offered, it is worth making contact to ask for feedback. This will help you learn and improve for the future!



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SOCIAL WORK  
TEACHING PARTNERSHIP