

Merton Mencap

Interview Preparation

We understand that, for many people, job interviews can be worrying and stressful. At Merton Mencap, we want your interview with us to be a positive experience.

We will give you details about your interview including the location and timings, who the interview will be with and the format of the interview. We will ask you whether you need us to make any adjustments at the interview, for example because of a health condition or disability.

To get the most out of your interview, we recommend you do some simple preparation:

- ✓ Find out about us by reading our social media profiles and web site www.mertonmencap.com We may ask you what you know about the charity and why you want to work for us
- ✓ Read the job description and person specification; think about the questions we are likely to ask you which could relate to the skills, knowledge and experience needed for the role
- ✓ Dress appropriately. Interviews are your opportunity to show us your professionalism, whatever role you're applying for
- ✓ Be on time
- ✓ Prepare up to 3 questions you'd like to ask about the charity or the role

During the interview, we may ask you to tell us examples of work you have done before and the skills you have.

It is a good idea to use the **STAR** method to structure your answers. Doing so may help you highlight particular skills and qualities that you want to tell us about.

STAR stands for:

Situation: the situation you had to deal with

Task: the task you were given to do

Action: the action you took

Result: what happened as a result of your action; what did you learn from the experience

When using the **STAR** method to answer questions, try to

- ✓ keep examples specific and to the point – give a start, middle and end to your story
- ✓ use examples from various roles or situations if you can
- ✓ avoid generalising – we want to hear what you did
- ✓ be honest and open, even if the result of the situation wasn't favourable