



ULTIMATE GUIDE TO ACING YOUR JOB INTERVIEW

UTILITY**PEOPLE**
PLUG INTO OUR ENERGY

Introduction

Whether you're stepping into an interview room, preparing for a virtual call, or simply brushing up on your skills, navigating the interview process can be daunting. But don't worry—this guide is here to make sure you're equipped with the tools and insights you need to succeed.

Interviews are more than just a formality; they're your chance to showcase your skills, personality and potential. In this guide, we will walk you through every step of the journey—from the essentials of interview preparation and tackling tough competency-based questions to excelling in online interviews and using proven strategies like the STAR method.

We'll also explore how your online presence can impact your career prospects and share practical advice to ensure you're presenting your best self, both online and in person. With expert guidance, this resource is designed to boost your confidence and leave a lasting impression on interviewers.

Whether you're a seasoned professional or taking your first steps into the job market, this guide is tailored to help you stand out and secure the role you've been working toward.



Essential Interview Prep Tips

The simplest steps can make the biggest impact. Don't overlook these fundamental interview essentials.

Key Basics to Nail Every Interview

- First impressions count—dress smartly and professionally.
- Plan your journey in advance to avoid being late.
- Be personable—smile, make eye contact and engage.
- Stay positive about past roles and employers.
- If you love the opportunity, express your enthusiasm clearly.

Preparing for Online Interviews

With most first interviews conducted virtually, excelling in online interviews is more important than ever.

Tips for Virtual Success

- **Set the Scene:** Find a quiet, well-lit space and minimise interruptions.
- **Check Your Tech:** Use a laptop or desktop, ensure a stable internet connection and test your setup.
- **Engage Actively:** Maintain eye contact, smile and show enthusiasm.
- **Dress Professionally:** Opt for a neat outfit and a neutral background





PREPARING FOR AN INTERVIEW: KEY TIPS TO HELP YOU SUCCEED

An interview can be a career-defining moment. To make the most of this opportunity, it's essential to prepare thoroughly.

What Interviewers Want to Know

- Do you have the skills, expertise, and experience to do the job?
- Are you enthusiastic and genuinely interested in the role and the company?
- Will you be a good fit for the team, culture, and company?

How to Prepare

- Match Your Experience to the Job: Review the key skills required and identify how your background aligns.
- Show Enthusiasm: Research the company, understand its mission, and prepare thoughtful questions.
- Understand Their Culture: Explore the company's social media and employee reviews to assess cultural fit.
- Let Your Personality Shine: Remember, hiring managers look for team players.

INTERVIEW QUESTIONS: WHAT TO EXPECT AND WHAT TO ASK

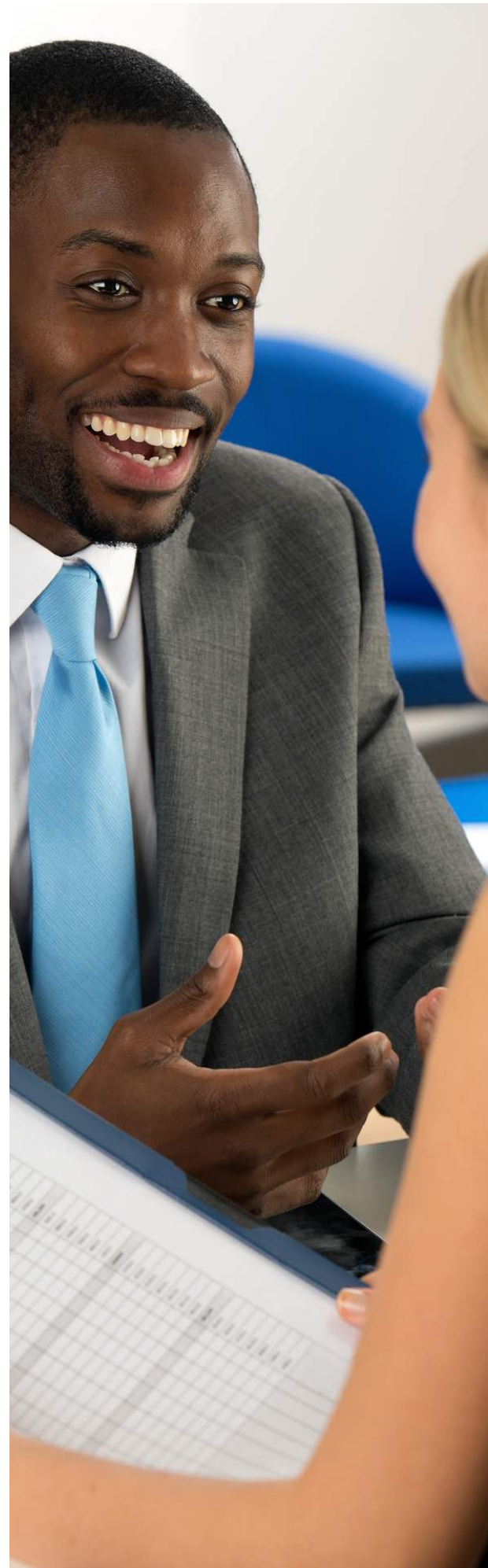
Understanding the dynamics of an interview is essential for preparation. Here's what to anticipate and how to engage effectively.

Common Questions You Might Face

- What do you know about our company, products, or services?
- Why do you think this role is right for you?
- What makes you a good fit for our company?
- How do you stand out from other candidates?

Questions You Should Ask

- What does a typical day in this role look like?
- What are the organisation's short and long term goals?
- Are there opportunities for training and career progression?
- How does your company differentiate itself from competitors?



Mastering Competency-Based Interviews

Competency-based interviews are increasingly common, designed to evaluate how your skills and past experiences align with the role. Employers seek evidence of specific behaviours, achievements and problem-solving abilities.

Key Competencies Employers Look For:

- **Interpersonal Skills:** These include communication, teamwork and conflict resolution—vital for almost any role.
- **Problem-Solving:** Employers value adaptability, creativity and decision-making, especially in challenging situations.
- **Leadership:** Whether or not you're in a managerial position, demonstrating integrity, delegation and strategic thinking is crucial.

How to Prepare

Prepare real examples where you've demonstrated these skills. Highlight specific situations, your actions and the results achieved.

SKILLS AND COMPETENCIES

The specific skills and competencies will depend on the role you're applying for, but here are some of the most common ones you may be asked to demonstrate:

- Adaptability
- Delegation
- Leadership
- Compliance
- External awareness
- Leveraging diversity
- Communication
- Flexibility
- Organisational awareness
- Conflict management
- Independence
- Resilience and tenacity
- Creativity and innovation
- Influencing
- Risk taking
- Decisiveness
- Integrity
- Sensitivity to others
- Teamwork



The STAR Method to Structure Your Responses

The **STAR** method is an invaluable tool for delivering clear and impactful answers during competency-based interviews.

THE STAR METHOD INVOLVES

- **Situation:** Set the scene by describing the context.
- **Task:** Explain the challenge or responsibility you faced.
- **Action:** Detail the specific actions you took to handle the situation.
- **Result:** Share the outcome, highlighting your achievements.



Using **STAR** ensures your responses are structured, concise and memorable. For example, instead of vaguely stating, "I handled a project well," a STAR-based response provides the details that matter most to employers.

Managing Your Online Presence

Your online presence can be as important as your CV. Employers frequently review candidates' social media profiles, so it's essential to ensure yours reflects professionalism..

Tips to Maintain a Professional Image

- **Think Before You Post:** Anything you share publicly should align with the image you want potential employers to see.
- **Optimise LinkedIn:** Update your profile regularly, add a professional photo and highlight achievements relevant to your career goals.
- **Audit Other Accounts:** Check the privacy settings on personal platforms like Facebook and Instagram to limit visibility of private content.

Online Resources

If you're looking for more information, why not explore our [website](#)? It's packed with a wide range of resources to help you excel in your interview, from detailed guides to practical tips. Simply click on the links below to start preparing for success:

- [General Interview Tips](#)
- [Video Interview Guide: Tips for a Successful Online Interview](#)
- [How to Write the Perfect CV](#)
- [Be Social Network Smart](#)



If you would like more information on how we can support you with your next interview, please contact us:

E: info@utilitypeopleuk.com

T: 0207 240 9700

W: www.utilitypeopleuk.com

UTILITYPEOPLE
PLUG INTO OUR ENERGY