

# PREPARING FOR INTERVIEWS

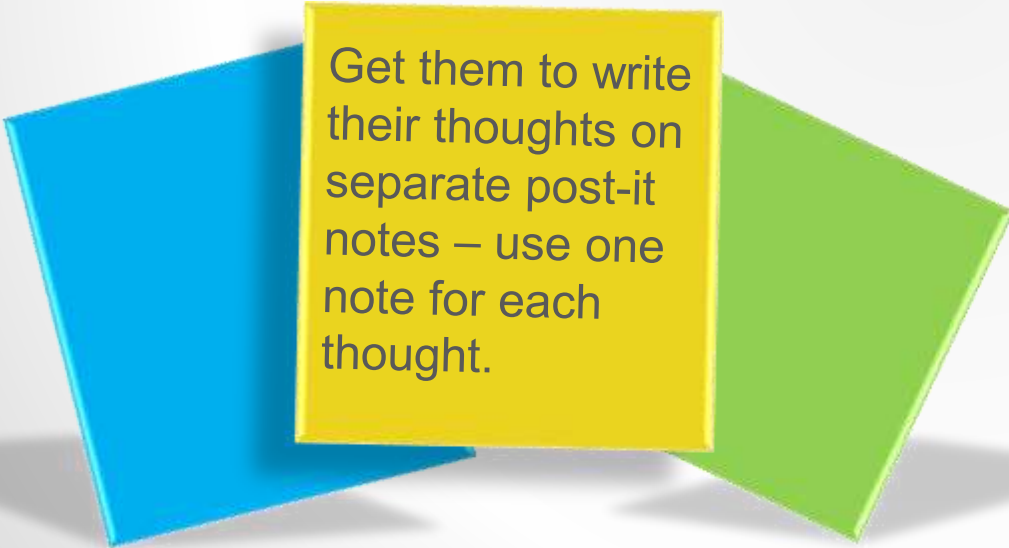


**HERE'S AN  
INSIDERS GUIDE  
ON HOW TO BEST  
PREPARE YOUR STUDENTS  
FOR THEIR UNIVERSITY  
INTERVIEWS**

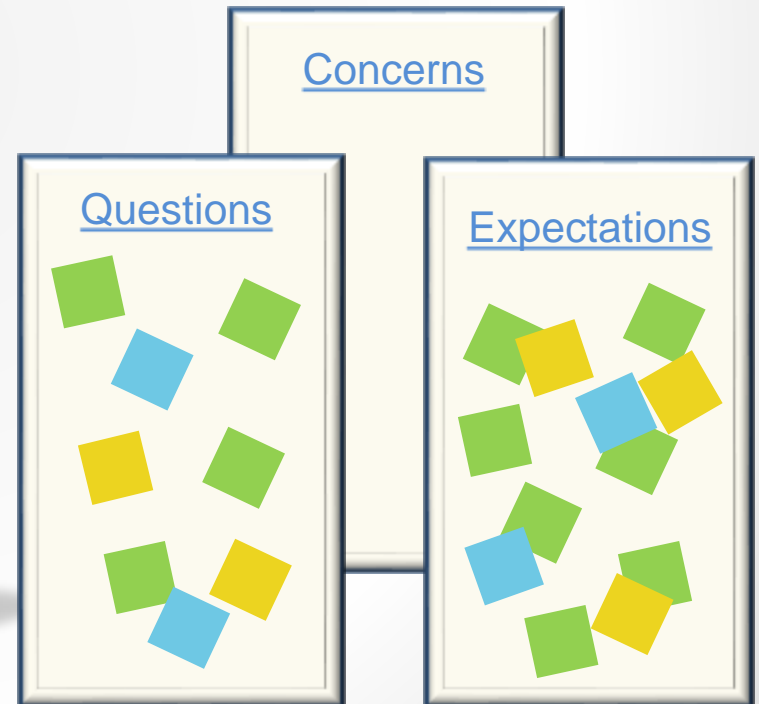
# Worried about interviews?

## Help your students with a group task

- Do they have any questions, concerns or expectations about attending a university interview?



Get them to write their thoughts on separate post-it notes – use one note for each thought.



# Purpose of an interview

- Assess their suitability
- Check the information on their UCAS form
- See if they have realistic expectations and a genuine interest in the subject
- Allows them to ask questions
- Assess which applicants are best matched to the programme – which students will benefit and contribute most



# Types of interviews

ONE-TO-ONE



ASSESSMENT



PANEL



GROUP TASK



# TOP TIP

Some interviews are compulsory and students will only be made an offer if they attend.

If students are unable to attend, advise them to contact the university and see whether it is mandatory or whether they can change the time/date.

# What is the Interviewer looking for?

- Skills that demonstrate the selection criteria set for chosen course
- Interest, motivation and commitment to the subject
- The ability to study independently
- The ability to work with others
- The ability to manage time effectively
- An interest in the university



# Possible reasons for rejection

Lack of knowledge of current issues

Late for interview

Unrealistic expectations

Lack of passion for their course

Number of places

Lack of work experience

Lack of course knowledge

Criteria not met

Lack of motivation to study at a higher level





Eye contact



Appearance

# NON-VERBAL COMMUNICATION



Posture

Facial  
expressions







**APPEARANCE**

CASUAL



SMART  
CASUAL



SMART

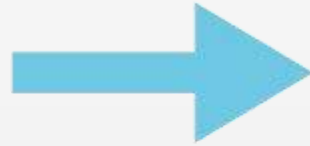




# **Verbal Communication**



**“I think”**



**“I know”**

“I think I will enjoy the course...”



“I have looked into the modules you offer and I am really interested in...”

Listing attributes you think you need to have



Give examples of how you've used relevant skills in practice

“I have really good communication skills...”



“My work on a supermarket checkout, required good communication skills...”

Making statements about your previous studies



Give examples of how your previous studies have benefitted you

“I really enjoy studying Geography...”



“Studying Geography at A Level has developed my research and analytical skills...”

# Preparing for interview

## Activity

- 1) Split into 2 groups and nominate a leader
- 2) Listen to statement and prepare points to support your argument as a group. You will have 10 minutes to do this
- 3) Debate all points between groups



# Preparing for interview

## Activity

- The aim of the exercise is to create the understanding that students should look at controversial issues from everyone's point of view and not just their own.
- This activity is a great way to prepare students for tricky interview questions or group activities that may be set as part of the interview day.

# Preparing for interview

## Activity

This activity helps students to demonstrate:

1. How they work as part of a group
2. How they can effectively convey their point
3. That they can see things from a perspective that they may not agree with but still think on the spot and make an argument
4. This type of critical thinking is a tool students will need when completing university assessments



Situation

Set the context  
for your example

Task

What was  
required of  
you?

Activity

What you did

Result

How the  
situation played  
out





When used properly, the STAR structure is invisible to the listener and it comes across as a well-articulated example. Create a bank of answers in this format in advance to make it appear as seamless as possible.

## SITUATION

“Whilst working in TESCO behind the Customer Service desk I dealt with a problem from a lady who’s Clubcard points had not been added during recent transactions”

## TASK

“I needed to address the customers query and find out what went wrong in the normal process.”

## ACTIVITY


“I apologised, got the customer’s contact details and looked into what happened. I discovered that the points simply hadn’t been processed yet. I let the client know and we offered a goodwill discount on her next order.”

## RESULT

“The customer continued to shop with us and sent a ‘thank you’ tweet. Dealing with queries politely and informatively will be crucial skills needed in nursing.”

# Preparing for interview

## Activity

- 1) Get into pairs
- 2) Give personal examples to your partner using the method that would prove useful in an university interview scenario. 
- 3) Be prepared to feedback!



## SITUATION

“During my work experience shadowing a Maternity Support Worker I supported a lady who was struggling with breastfeeding her new-born baby”

## TASK

“I knew from personal experiences that this was common amongst new mothers and that time and practice were essential in getting the hang of breastfeeding.”

## ACTIVITY

“I sat with the lady, calmed her down, and showed her some techniques to help improve her experience. I reassured her that if she felt the need to stop for a minute or two, to feel calmer that was more than fine.”

## RESULT

“She recently came back to the clinic and said that the techniques I showed her has improved her experience and she is now much more comfortable.”





# **PREPARATION & RESEARCH**

# Understand the course

- What will be required?
- What qualities are looked for in the course description or future profession?
- Know the requirements with regards to assessment methods, placements and other course costs



# Demonstrate their passion

- Be prepared to talk about the subject and why they want to study it
- Have a realistic view of the course and future profession
- Know what they want to study and why

# On the day – Advice for Students

- Arrive in plenty of time
- Make sure they have planned their route and allowed extra time
- Bring enough change for the car park
- Dress appropriately
- Grab a drink and go over any notes they have
- Remain calm and confident
- Smile!





Where possible, ask a relevant question

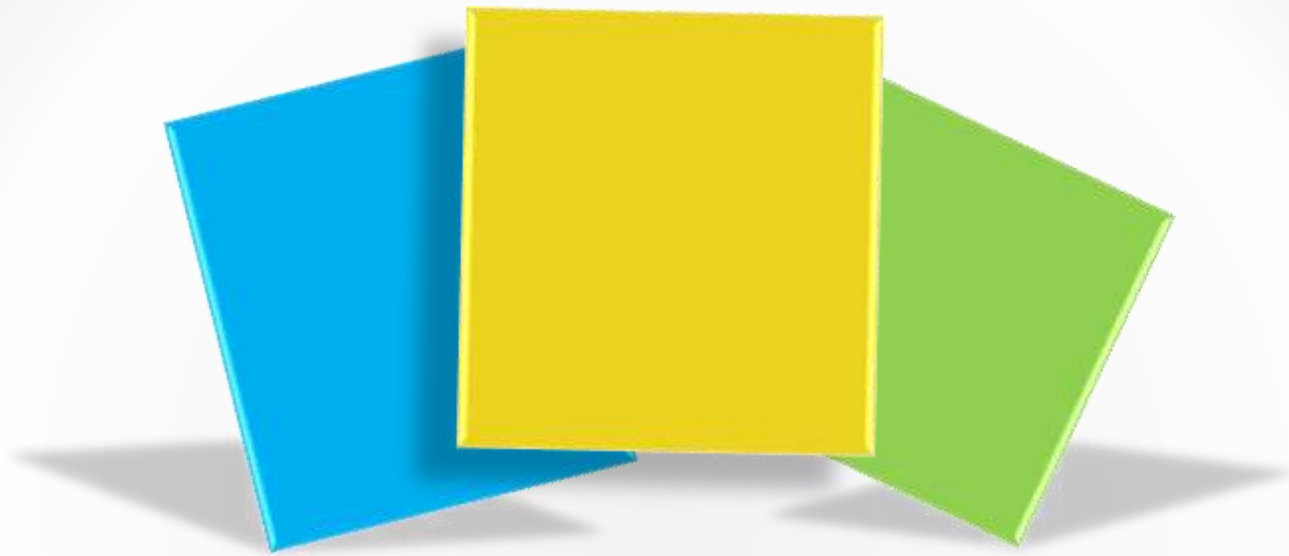


Re-read their personal statement

# TOP TIPS



Consider bringing a portfolio with them



Questions, concerns &  
expectations



## Social Media



University of Worcester Graduate Ambassadors



University Insiders



@worcester\_uni



@Uwinsiders



worcester\_uni

OPEN DAY  
SUNDAY 8<sup>TH</sup>  
SEPTEMBER  
10AM-3PM



Thank  
you!



University  
of Worcester