

EMPLOYABILITY POINTS – INTERVIEW STAGE



Confirmation of interview

- We will be emailing you around the week commencing 29th April regarding any interviews.
- Please email and confirm that you want the interview & that the time slot for the interview works for you.
- It will either be virtual or face-to-face.
- If you prefer a virtual interview, we can arrange for you to attend virtually.
- All face-to-face interviews will be taking place in the Careers and Employability building, next to Keynes.



Before the interview

- You can take notes into the interview, and you can refer to them in the interview.
- Identify any key points within the role.
- Bring your research of the company in. If the role identifies a team you will be working with, if you can do a bit of research on them.
- Your research doesn't have to be extensive, just enough that you know about the company and what the role entails.



Before the interview

- If you require any Reasonable Adjustments to enable you to attend interview, please let us know ahead of time. Email employabilitypoints@kent.ac.uk.
- There will be a reasonable adjustment session before the interviews themselves – please check the events page on CareersHub to find out more
- Additionally, the Careers and Employability team will be putting on additional mock interview sessions ahead of the EP interviews in June. You can book these through the Careers and Employability Service website.



Day of the interview

- Ensure you are logged in or at the venue 5-10 minutes early.
- Make sure you check in with the receptionist to let them know you are there.
- Take your time to keep yourself calm, go back over your notes, or relieve yourself
- If there are any issues, let us know as soon as possible and we will work with you and the employer to ensure that the interview goes as smoothly as possible.
- Don't just no show. People within industry talk especially if it is a smaller/niche industry.



During the interview

- Greet the interviewer/s – shake hands/say hello
- Try to remain calm throughout – it is an anxiety inducing experience, but the interviewers want you to be successful
- Be prepared for questions about what you have done to earn enough points to apply for the reward you are interviewing for
- You can ask for clarification on any question if you aren't sure what was just asked
- Take your time to process the question before answering
- If needed, take a moment to have a drink before answering



During/ending the interview

- Answer the question and use examples where possible
- Stick to the question – it can be easy to go off on a tangent. If need be, you can ask to be reminded of the question
- Interviewers will likely be taking notes throughout – this is standard practice.
- You will be given time to ask any questions – keep these relevant. This is an opportunity to ask anything you are would need to know, i.e. start dates.
- It may be worth asking if you could clarify anything you have said.



Success?

- We will be in touch at the end of May regarding whether you were successful via email.
- If you are not successful, reflect on how it went. What did you think went well? What would you have done differently?
- You can ask for interview feedback; but we may not be able to give it as it will depend on the employer.
- Additionally, you can book a quick advice appointment with the CES team who can support you with the next steps.

GET IN TOUCH



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University of Kent Careers and Employability Service

employabilitypoints@kent.ac.uk

EP website: www.kent.ac.uk/employability-points

CES website: www.kent.ac.uk/ces

To get involved with Employability Points: [MyFolio](#)

