

Employment Workshops For Adults on The Autistic Spectrum

Welcome!



Session :6

INTERVIEWS

- INTRODUCTIONS
- GROUND RULES
- BEFORE YOUR INTERVIEW
- DURING THE INTERVIEW
- TYPICAL QUESTIONS
- PLANNING EXERCISE
- PRACTICE INTERVIEW
- EVALUATION OF WORKSHOP

Ground Rules

Congratulations you got an
Interview!!!!



DON'T PANIC !!!!

Staff in an interview **don't want you to fail!**

Staff...

- want to find out about you
- want to know about your skills for the job
- want someone who can do the job
- want to see the best of you
- want to make the right choice

Notification of Interview

- Letter giving time date, location and format of Interview.
- Email giving time date, location and format of Interview.
- Telephone call stating time, date, location and format of interview.

- For larger organisations ring the HR (human resources) Dept If you have any questions.
- For smaller organisation direct your question to the person who's name is written on the letter, or name from telephone call.
- This is when you can ask about any Special Requirements for the interview, if you have any.
- Think about your questions before you ring.
Do not keep ringing an organisation.
Once is enough.
This will not create a good impression before interview.

DISCLOSURE

- Remember the module on disclosure.
- If the organisation is 2 ticks they will be helpful



- BUT If you haven't told them how will they know!



WHAT CAN I ASK FOR ?

Reasonable adjustments for someone who has declared their needs....

- Interview questions in advance
- To take a supporter
- What the interview will consist of
- How many people on interview panel
- To change interview arrangements
- To repeat a question you haven't understood
- Access arrangements
- Sensory adjustments

Preparation Before Your Interview

- Interview Format - Type of questions, presentation.
- Research on company (should follow on from application form).
- Revisit your CV and Application Form.
- Think about any Weakness/Strengths with examples
- Any Questions you may have

Interview – Format

- You may be asked to deliver a presentation
- It may be a set of questions & answers
- They may want to see some prepared work.

Think about your

- Presentation if needed
- Possible Questions and Answers
- Prepare work portfolio if needed

Research on the Organisation

- Why do you need to do this?
- They may ask you “What do you know about this company?”
- They may ask “What attracted you to this company”
- “Why did you apply for this job?”
- The Products
- The reputation of the organisation
- Recent awards developments etc.

Don't over do it just use key facts to answer up to a sufficient five minutes on an organisation. !!!!

It shows you have bothered to find out.

Questions About your Career

They may ask you :-

When you were working at **** What exactly did you do ?

What software packages did you use when you were at *****

What training did you receive at *****

There is a gap of 2 years between ***** and now, what have you been doing?

Don't panic over this, you know yourself better than anyone its just all about putting your work history and training into a logical order.

They may not ask the questions but its standard and worth having prepared answers.



Strengths & Weaknesses?

You may be asked “What are your Strengths –

Pick strengths that are relevant to the job.

Prepare multiple questions.

Weaknesses – Make this a positive.

You may have limited experience of using a particular

Training, say so, say you are looking forward to

Improving.

Neurotypicals are used to turning negatives into a positive and giving examples that's what you need to do. !!!

Questions you could Ask Them

- Is there an opportunity for career development?
- Is there opportunity for training?
- What sort of office is it?
- When will you want the person to start?
- When will you notify the successful candidate?

Film Time

<http://www.youtube.com/watch?v=Nr2bpcpNQWY>



Classic Job Interview Questions

Are you Prepared?

What Clothes are you going to wear?

Do you need a hair cut ?

Do you know how to get there?

Do you know exactly where it is?

Do you know how long will it take to get there?

What clothes to wear?



What clothes to wear?

Men should wear a suit if they have one

Dark colour is best, no novelty ties.

If you haven't got a suit a shirt and tie is fine.

Women should wear a skirt suit or trouser suit.

Trousers or skirt and a buttoned up shirt is also fine

Not Too much make up, enough to give you confidence
it's an interview not a night out.

The aim is to look as smart and business like as you can

What Not to wear?

Avoid T-shirts Caps Flip-flops sweat pants
Jogging bottoms or sweatshirts

Especially no
Clothing that is torn, wrinkled, dirty or smelly

If you would do the gardening in it or go to the
beach AVOID



DRESS FOR SUCCESS



Checklist

Clothes chosen, clean and ready on a hanger

CV & Application Form

Copies of qualifications in a folder filed by date not in a heap

Hair recently cut and looking neat

Questions prepared and practised

How do I get there ?

- Find out location of interview from letter and if unsure get directions from internet, friend etc..
- Do a practise run and time it on mode of transport you will use.
- Don't forget bus and timetables may make it difficult to arrive near the time you may be very early. Go for a coffee/tea walk etc.
- Don't forget to factor in traffic congestion if it's a busy time of day.

The Day of The Interview !!

- Have an early night the night before
- Get up in plenty of time for the interview try setting more than one alarm if you have trouble waking.
- Get your favourite soaps/ shampoos and scents and have a good shower or bath.
- Revisit you bullet point information on company and prepared questions.

The Day of The Interview !!

- Pack your bag with all your prepared information.
- Make sure you have tissues
- Eat and have a last coffee before you dress then those nerves wont affect the dropping of food on that new tie or blouse.
- After you are dressed just water.

Arrival

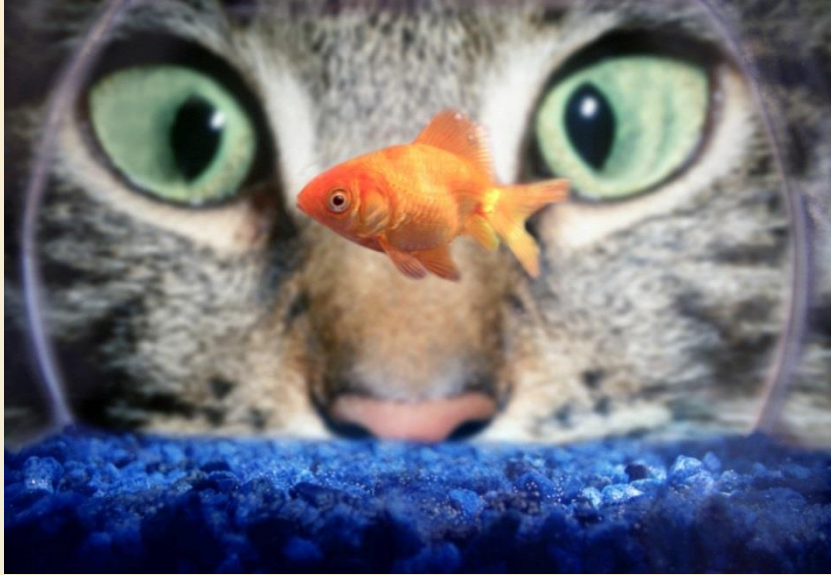
Aim to arrive about ten minutes before interview starts

Before you go in turn your mobile phone to silent.

Depending on the building go to reception, it should be signposted and state you arrived for interview giving your name and time of interview.

Remember to smile and keep eye contact at this point.
Remember tips for eye contact just above eye or nose etc.

EYE CONTACT



Do you struggle with making eye contact ?

Have you found a compromise ?

If you struggle look just above the eye.

Look at the tip of the nose

Look at one ear.

It could make all the difference

Arrival

The receptionist will probably ask you to sign in for fire regulations and you may be given a security badge for purpose of building entry.

The receptionist will probably ask you to wait in a specified area. Say Thank you and sit and wait for arrival of interviewer.

The interviewer or designated person will come and greet you and take you to interview location.

First Impressions

- This first impression is important.
- Smile and shake hand with person who greets you.
- More often than not the person will try and make you feel comfortable and ask questions like the following;
- Did you find us ok.
- Is it cold/warm out .
- Talk about interview format etc.
- Relax and answer appropriately.

Interview Dos

- Shake hands firmly with the interviewer/ interviewers **NOT TOO HARD**, practice
- If the interview starts with an introduction by the interviewer. Listen carefully to what they have to say
- Good manners are important

Interview Dos

- Smile, make eye contact and look interested
- Look up & Speak up!
- Try not to fidget or chew your nails
- Keep an open relaxed sitting position, try it
- If there is more than one interviewer, make eye contact mainly with the person who asks you the question
- Thank the interviewer for their time when you leave

Coping with questions - Don't's

- Avoid giving simple 'yes' or 'no' answers – they're conversation-stoppers!
- Practise giving relevant information in response – not too little, not too much
- Be positive, yet honest
- Try to mention successes in previous posts and how these benefited the employer e.g. – saved time, saved money, increased production

PREPARE TO ANSWER THESE POPULAR INTERVIEW QUESTIONS

Q. Tell me about yourself.

A. Focus on why you would like this job and how you have prepared yourself.

Q. Why should we hire you?

A. When preparing your strengths answer a situation from previous work experience or personal experience whereby you improved a situation.

PREPARE TO ANSWER THESE POPULAR INTERVIEW QUESTIONS

Q. Tell me about any failures and what you learned from it.

A. Have a situation from previous experience prepared where something went wrong and how you fixed this through change

Q. What do you think it takes to be successful in a company like ours?

A. Reading the company's job advert or Web page should help you answer this question.

Q. What qualifications should you possess ?

A. The personal specification should answer this question and add how you demonstrate these skills.

PREPARE TO ANSWER THESE POPULAR INTERVIEW QUESTIONS

**Printed sheet job centre plus interview
questions.**

Film time

<https://www.youtube.com/watch?v=IfEvpd-792Y>

<https://www.youtube.com/watch?v=-xSiEu1XhsY>

The Aspie Show

&

Dr. G Aspie Show

My Personal planning exercise

DAYS BEFORE INTERVIEW	TO DO
5 DAYS	
4 DAYS	
3 DAYS	
2 DAYS	
1 DAY TO GO	

Re-Cap

- We looked at how to prepare yourself
- We looked at how to request any necessary accommodations for the interview
- We looked at what to wear to the interview
- We did a bit of planning for the interview
- We looked at how to answer some common interview questions

Evaluation

How has this session gone for you ?

Did you contribute ?

Were you listened to ?

Did you feel comfortable ?

Have you found out anything new ?

Is there anything we need to change for next time?