

2.4 ESSENTIAL STEPS IN PLANNING FOR AN INTERVIEW

1) Research the organization

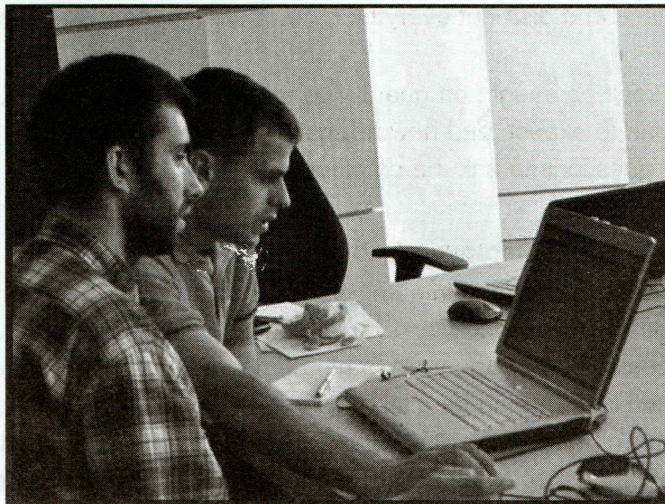
If you are invited to an interview, you should spend some time researching the organization as this will give you confidence should you be asked any question on what the organization does. It will also allow you to ask the employer questions. You should always look at their website and see if any further information is available to you.

It's helpful to find out the following things about the employer:

- What they do?
- Who are their customers or service users?
- What sort of organization are they?
- What is the job likely to involve?
- How can you best fit your skills to match the job?

2) Plan for the interview

Find out what the interview will involve to make sure you're well-prepared. If you have a disability, all employers must make reasonable adjustments for you to have an interview. If you need the employer to make particular arrangements (for example, to help you get into the building), contact them before your interview to make sure they can make these arrangements.



You should think about who will be interviewing you. If it is the person who would-be your manager if you got the job, the interview may be more detailed. If it's the personnel manager, the interview may be less detailed but could still be as testing. Find out how