INTERVIEW SUCCESS

Complete this workbook and you'll be set to smash that interview.

Job that you are applying for:

Key features of the job role:

Use this section to list key responsibilities and attributes/characteristics that the application requires.

Reasons why I want this job:

Use this section to list key reasons why you would like this job. Try to steer clear of things like money and instead think about potential career progression, opportunities for further training etc.

Where I see myself in the future:

Recruiters like to see that you have ambition. Think about where you would like your career to go and don't be afraid to aim high!
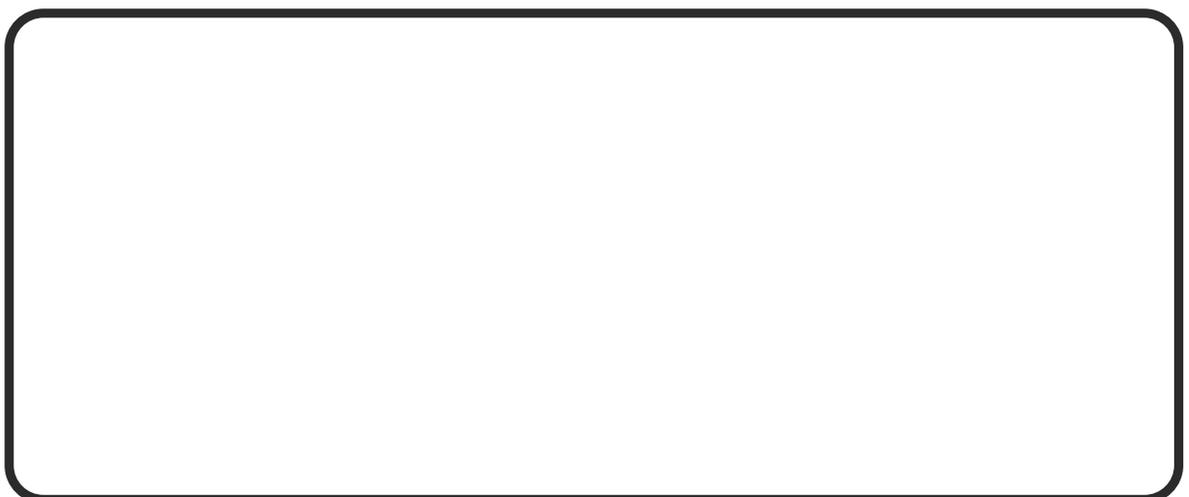
Information about the company:

It is a good idea to have some background knowledge on the company you are applying to work for. Consider memorising key facts, information on big/relevant projects, and names of key personnel. It would also be beneficial to be familiar with their company values.

Information about myself:

Note your strengths and how you have played to them in situations in the past (give examples). Think about attributes you posess that make you suitable for the role. Finally, consider your weaknesses. Recruiters want to see that you are aware of your weaknesses and are able to manage them.

My top three strengths:

Choose your top three strengths from the section above. Memorise them (and your examples of using them). You could write them down and take them with you or put them on a Belbin GetSet Strengths Card if you have one. You might find it helpful to have one in your pocket in case your mind goes blank prior to the interview.

1.

2.

3.

What next?

If you have not already done so, complete a Belbin GetSet report and workbook to find out more about your behavioural strengths and how you can project them.

You can find out more about Belbin GetSet at **www.belbingetset.com** or by emailing: **team@belbingetset.com**

Good luck!