



Taking part in an Interview



What is an Interview?



An interview is a chat with someone looking for a new job.



Usually 2-3 people will take part in the interview. This is called a “panel”. You can take part in the panel if you would like to?



People can apply for a job in Avista by sending in their CV. A CV is a document that tells us all about that person.



If the person suits that job they will be asked to come for an interview.

What is an Interview?



At an interview they can be asked lots of different questions.



Everyone who is interviewed is treated with respect.



During the interview the “panel” will score the person’s answers.



The person with the highest score gets the job.

What we are looking for?



Here are some important things a person needs to have when looking for a job in Avista.



1) Be caring, friendly and a good listener.



2) Have the right qualifications for the job.



3) Speak up for the people they work with and make sure your rights and wishes are heard.

What we are looking for?



4) Be able to communicate with you in whatever way you find easiest. This could be through speech, Lámh, pictures or objects.



5) Be able to teach you new skills.



6) Be organised and on time.



7) Be able to drive a car or bus safely.

How to prepare for an Interview?



You can meet with other people who are apart of the “panel” to chat about the job and what you are looking for.



You can chat about what questions you might want to ask the person who looking for a job with Avista.



You can chat about answers to your questions and how you will score them.



You will then need to decide on a timetable for the interviews and when/where they will take place.

Day of the Interview.



On the day of the interview you should dress smartly.



Say hello to the person applying for the job and tell them your name.



Be friendly as the person applying for the job may be nervous.



Ask the questions you have prepared once it is your turn.

Day of the Interview.



Someone will take notes during the interview so you can think about the answers given to your questions.



You can score how well the person answered your questions on your form.



At the end of all the interviews you and the other people on the “panel” will decide who is best for the job.



If you have any questions about taking part in interviews you can chat to staff.