

What you should know before your interview

Frequently asked questions

What will my interview be like?

There are different types of interviews you might have:

- For a **telephone interview**, the interviewer will call you and you will have your interview over the phone.
- For a **one-to-one interview**, you will be interviewed in person. You will only be interviewed by one person.
- For a **panel interview**, you will be interviewed in person. You will be interviewed by three or four people.
- **An Assessment Centre day**. Sometimes we will arrange a day of assessments that will include an interview, roleplay, team exercises and problem solving. There will be a panel of assessors.

What should I do before the interview?

- **Check when** the interview is. Make sure you know the time and date. If you can't go to the interview, let us know - we might be able to give you another date.
- **Check where** the interview will be. You could take a friend with you, or go to the location before the interview to check where it is. Give yourself plenty of time to get there.

The interview might not have a location and just be a video interview online - if so, check in advance that your computer can use the necessary software for the interview.

- **Tell us if you need any adjustments** for your interview. This could be things like giving you more time to answer questions, or having someone to support you to understand things.
- **Think of any questions** you want to ask. These could be questions about the job, about Lifeways, or about the team. There will be time for you to ask questions at the end of your interview.
- **If you can, take time to research our company**. You can read about us [here](#). Look at our social media channels and press reports, and check us out on job boards.

What things do I need to bring to the interview?

- We will need to see proof of right to work. Make sure you read your interview invite and bring any requested documentation with you. You can consider bringing your CV, but more importantly, know your CV because you may get questions about it.

What should I do during the interview?

- Be yourself. We all get nervous at interviews, make sure you have a glass of water to help pause and compose yourself in moments of questions. Being your natural self as much as possible will make you more relaxed and come across better.
- Show that you are interested in working for Lifeways.
- Make eye contact with the interviewer(s).
- Be friendly and professional.
- Give yourself time to think about your answers.

What things might the interviewer ask me?

- This will depend on the job you are applying for. Most interviews will use competency-based questioning. For more information about competency-based interviews click [here](#).

Should I practice my interview technique?

- You can run through a mock interview with friends and family. There are also lots of tools online on how to present yourself and the most often asked questions in interviews.
- It's a good idea to also make notes of your skills that relate to the role highlighted in the job description. Think about how your experience and abilities can contribute to the role.

How should I dress for the interview?

- You should wear clean, smart professional clothes for your interview.

What technology will I need for an online interview?

- Before your video interview, make sure the device you are using is fully charged and plugged in during your call.
- In order to give the video interview your full attention, make sure you are sitting somewhere quiet.
- Lifeways interviews are usually conducted using Microsoft Teams, but there are lots of video platforms that can be used. It's important to familiarise yourself with the requested video platform before your interview.
- Check that you received the link to your video interview and have confirmed your attendance.

What happens if I'm late or need to reschedule?

- If you can't attend or are running late, let the recruiter know. It goes a long way to communicate effectively, even before an interview takes place.

What happens after the interview?

- We will let you know usually within 48 hours of your interview. If a weekend falls in-between, this can be a little bit longer.

Good luck!

We wish you all the best in your application.