

Where do I start?

Having a pre-job checklist can help you feel at ease and help the process of applying for jobs quicker!

- PRE-JOB CHECKLIST**
- Updated CV
 - Cover Letter
 - Right to work documents
 - Degree Certificate
 - Additional/ Relevant awards
 - References

What does Warwick have to offer?



Top Tips:

1) Transferable Skills: Noting down transferable skills means you can widen your job search

2) Pre-write answers: Prepare some answers for common questions that are asked in most interviews

3) Familiarise yourself: Having prior knowledge of the job role and the organisation's values will help strengthen your answers

4) Take your time: Do not feel like there is a rush to find a long-term job straight away.

Example Questions: For a lot of interviews you may be asked similar questions about transferable skills and person-specifications that can reflect a variety of job descriptions.

Questions from the Employer:

- Q) Why did you apply for the role?
- Q) What would be your approach to dealing with a work-based conflict?
- Q) How would you manage your time in order to complete tasks?
- Q) How would you go about supporting your colleagues and keep up team moral?
- Q) Tell us about an experience you have had where you have been challenged. How did you deal with it and what was the end result?
- Q) Tell us about any relevant experience you have had in... [insert job you are applying for]

Top Tips!

It is important to note that these questions can be subject to the type of interview and job you are going for

Prior to the interview you may be asked to complete a specific task or presentation to present on the day

Keep all your resources and answers for future interviews! You never know when you will need them again

Questions to the Employer:

- Q) What do you like the most about your work?
- Q) How will you support me in my own personal and professional development?
- Q) Is there an opportunity for hybrid working? [This can depend on the nature of the job]
- Q) Is there the opportunity to progress in this work place?
- Q) Will I be able to receive feedback for my interview regardless of the outcome?