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BEFORE THE INTERVIEW

DISCLOSURE OF YOUR DISABILITY

Be confident that you know your rights. Disclosing your disability is an individual decision.

The Disability Discrimination Act 1992 (DDA) states that it is illegal for an employer to seek specific details about your disability. Questions must be for legitimate, non-discriminatory purposes.

ASKING AHEAD FOR ACCESS TO THE INTERVIEW

You need to be able to get in the building! Be comfortable asking about access to the workplace so you don't encounter last minute challenges on the day.

PREPARATION TO GET TO THE INTERVIEW

Whether it's public transport or driving in, get to know the area beforehand (i.e. researching on Google Maps for example).

Make sure you know where the parking is or whether the train station is accessible, and most importantly give yourself plenty of time to get there, so you can feel confident going to your job interview.

INTERVIEW QUESTIONS

Interviews are an essential part of the job search process. Below are some common interview questions, alongside our tips to help you answer them confidently.

Tell me about yourself?

1

Keep it concise and relevant to the job.

Highlight your experience, skills, and achievements that align with the position you're applying for.

Have your 'elevator' pitch ready that quickly outlines who you are, how you're the right person for the role and how you will do it.

What interests you most about this role or company?

2

Show enthusiasm and demonstrate that you've researched the company.

Mention specific aspects like their values, products or services that appeal to you.

What are your strengths?

3

Focus on strengths that are relevant to the job. Give examples of how you've used these to achieve positive outcomes.

How do you handle stress and pressure?

4

Provide examples of situations where you effectively managed stress and pressure. Mention techniques such as prioritisation, time management, or seeking support from colleagues.

Describe a challenge you faced at work and how you handled it.

5

Be prepared to give an example that highlights the problem-solving skills required in your new role and focus on how you specifically helped overcome the challenge, highlighting your ability to work under pressure.

TOP TIP: THE STAR METHOD

Situation Task Action Result (STAR)

Being an effective storyteller is a skill.

You can prepare beforehand using the STAR method of storytelling to answer some of the interview questions we've highlighted.

S - Explain the Situation so your interviewer understand the context of the example

T - Talk about the Task that you faced and had taken responsibility for completing (i.e. Challenges, constraints, deadlines or issues)

A - Describe the Action you took to complete the task or reach the end of the goal. Highlight your skills such as leadership, teamwork and initiative.

R - Describe the Result of the actions to took. What were the achievements, improvements and impact you had made.



CLOSING AN INTERVIEW

Asking questions at the end of your interview is a great way to find out a bit more about the company and if the role is indeed right for you.

Here are some questions you might want to consider asking to ensure your accessibility and disability requirements are met:

1 **Are there flexible working arrangements? / Is there an option to work from home?**

2 **What kind of modifications do you have in place to support employees with disability?**

3 **How is diversity and inclusion valued within the company culture?**

4 **How does your company promote career development opportunities for employees with disability?**

5 **What do you see as the greatest challenge for the person who is successful in this role?**

LOOKING FOR MORE?

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