

SWANSEA EMPLOYABILITY ACADEMY

PREPARING FOR AN INTERVIEW



PREPARATION

- Ensure that you research the employer, the department and the vacancy beforehand and consider what has led you to apply.

TYPICAL QUESTIONS:

What makes a good team?

- Think of an example of when you have worked in a team - what do you feel worked well?
- The employer is looking for your role within the team.
- Can you think of any challenges or difficulties that the team overcame in order to succeed?

What motivates you?

- By having an idea about what motivates you an employer can evaluate how you fit into a team and their organisation.
- You could provide an answer such as "I enjoy working as part of a team and meeting customer needs."

What are your strengths or weaknesses?

- The employer is trying to establish if you are able to perform in this role.
- Here you could focus on some transferable skills such as communication skills / ability to work as part of a team / computing skills.
- One strength could be the ability to multi task, such as when you worked part-time in a retail outlet whilst undertaking your degree course...
- Don't focus on the negatives when asked about weaknesses.
- Give the employer an example of an area you have needed to improve upon, such as listening to others and how you went about improving yourself.

What do you expect to be doing in five years' time?

- This question is designed for you to show how much you have researched an organisation.
- Be specific - where would you like to be in the organisation in five years' time?
- Use examples of progression or professional development.

Do you have any questions?

- Ask about any training that might be available.
- What is the typical career progression within the organisation?
- Ask about any queries that have come up over the course of the interview - don't forget an interview is a two way process!
- Avoid questions relating to salary, pensions or holidays.

FINAL TIPS

SMILE
ANSWER ALL QUESTIONS
AS FULLY AS POSSIBLE
PREPARE AND RESEARCH

For further information about Preparing for an Interview, please visit: myuni.swan.ac.uk/employability/interviews

Check for up-coming workshops at: myuni.swan.ac.uk/employability/workshops-and-talks

Arrange a 1:1 appointment with a Careers Adviser via: myuni.swan.ac.uk/employability/appointments

PARATOI

- Sicrhewch eich bod yn ymchwilio'r cyflogwr, yr adran a'r swydd wag ymlaen llaw, ac ystyriwch pam rydych wedi gwneud cais.

CWESTIYNAU NODWEDDIADOL:

Beth sy'n gwneud tîm da?

- Meddyliwch am sefyllfa pan fuoch yn gweithio mewn tîm - beth oedd yn effeithiol yn eich barn chi?
- Mae'r cyflogwr am wybod beth oedd eich rôl yn y tîm.
- Allwch chi feddwl am unrhyw heriau neu anawsterau a gafodd eu goresgyn gan y tîm er mwyn llwyddo?

Beth sy'n eich ysgogi?

- Drwy gael syniad o'r hyn sy'n eich ysgogi, gall cyflogwr asesu sut byddech yn gweithio mewn tîm ac yn ei sefydliad.
- Gallech roi ateb fel, "Rwy'n mwynhau gweithio fel rhan o dîm a diwallu anghenion cwsmeriaid."

Beth yw eich cryfderau neu'ch gwendidau?

- Mae'r cyflogwr yn ceisio asesu a ydych yn gallu cyflawni'r rôl hon.
- Gallech ganolbwyntio ar sgiliau trosglwyddadwy, megis sgiliau cyfathrebu, gallu i weithio fel rhan o dîm a sgiliau cyfrifiadura.
- Gallai amlasgio fod yn gryfder, megis gweithio mewn lleoliad manwerthu ar yr un pryd ag astudio am eich gradd...
- Peidiwch â chanolbwyntio ar bethau negyddol wrth siarad am wendidau.
- Rhowch enghraifft i'r cyflogwr o faes lle bu angen i chi ei wella, megis gwrando ar eraill, a sut aethoch ati i'w wella.

Beth rydych chi'n disgwyl y byddwch yn ei wneud mewn pum mlynedd?

- Nod y cwestiwn hwn yw i chi ddangos faint rydych wedi ymchwilio'r sefydliad.
- Byddwch yn benodol - ble hoffech chi fod yn y sefydliad mewn pum mlynedd?
- Defnyddiwch enghreifftiau o ddilyniant neu ddatblygiad profesiynol.

Oes gennych chi unrhyw gwestiynau?

- Holwch am unrhyw hyfforddiant a allai fod ar gael.
- Beth yw'r dilyniant gyrfael arferol o fewn y sefydliad?
- Holwch am unrhyw faterion nad ydynt wedi cael eu trafod yn y cyfweiliad - cofiwch mai proses ddwyffordd yw cyfweiliad!
- Dylech osgoi unrhyw gwestiynau am gyflog, pensiynau neu wyliau.

**AWGRYMIADAU
OLAF**

**GWENWCH
ATEBWCH BOB CWESTIWN
MOR LLAWN Â PHOSIB
PARATOWCH AC
YMCHWILIWCH**

I gael rhagor o wybodaeth am Baratoi ar gyfer Cyfweiliad, ewch i:
myuni.swan.ac.uk/cy/gyrfaoedd/cyfweiliadau

Cadwch lygad am weithdai sydd ar ddod yn: myuni.swan.ac.uk/careers/workshops-and-talks

Trefnwch apwyntiad gydag Ymgynghorydd Gyrfaoedd drwy: myuni.swan.ac.uk/cy/gyrfaoedd/apwyntiadau-gyda-chyngorwyr0gyrfaoedd/