

Hints & Tips – Telephone Interview

Most people know how to prepare properly for an interview. However, when you're getting closer to the day, there's a lot to remember. So here's a quick checklist. Don't forget, being well prepared is the best way to feel confident, natural and ready.

1. Get to know us

By getting to know us, we mean getting to know our organisation. Get to know what we do. Get to know the kinds of people who work here. Get to know the kinds of projects we work on. You can find out lots of information on the Internet and it's this research that shows you're prepared, enthusiastic and keen to learn more.

2. Know what's coming

We want to make the process as transparent as possible, so that you can prepare effectively and do your best. The telephone interview will ask you for specific examples of things you have done. These examples can be drawn from any area of your life – Home, school, college, university, work experience, placements or summer jobs – even hobbies and interests!

3. Know what we're looking for

Throughout the interview, we will be assessing you against three key criteria:

- Strategic Agility - we'll assess your 'big picture' awareness and customer focus
- Emotional Agility - we'll assess how successfully you engage others and build relationships
- Learning Agility - we'll assess how committed you are to continuous improvement and personal development

Each question is designed to help us gain extra insight into each of these criteria.

4. Any questions

There will be lots of opportunities to ask questions. Don't forget, it is an opportunity for you to learn about us too. So make sure you use it to find out more about Barratt and find out if we're right for you.

5. Be yourself

The reason for holding telephone interviews is that they are different to formal interviews. It gives candidates time to prepare and think about all the things they have done prior to this point.

So good luck, we're looking forward to talking to you!