



# How to Succeed at Interview

[leics-fire.gov.uk](http://leics-fire.gov.uk)

**LEICESTERSHIRE**  
**FIRE and RESCUE SERVICE**



**SAFER  
PEOPLE  
SAFER  
PLACES**

# Preparing

**LEICESTERSHIRE**  
**FIRE and RESCUE SERVICE**



# Know your CV and the job description inside-out

Know your own CV, application and the job description thoroughly. These documents will form the basis for some of the interview questions asked by the interviewer, so we recommend preparing by sitting down with the job description and your CV side-by-side.

Make sure you compare the two documents. Start by looking for similarities in the duties they want you to perform in the new role and the skills that you have on your CV. Highlight these and remember them, as they should be the foundation of a lot of your answers.

If you've not performed the task on the job description before, do not worry. This new role is a step up for you, and as part of that you will learn new things. Think hard about how your skills, behaviors and values will allow you to perform this task in the future.



# Plan for potential questions

Now it's time to think about potential interview questions and prepare some answers for them to practice.

We've thought of a few below that are a good place to start.

## **Opening questions:**

- Tell me about yourself
- What do you think this role is all about?
- Why do you want this role?
- Tell me about your current/last role

## **Sell yourself questions:**

- Why do you think you are the right person for this role?
- What are your strengths and what is your weakness?
- What motivates you?
- Describe yourself in 3 words or how would your friend/employer describe you?



# Communicating your best-self

**LEICESTERSHIRE**  
**FIRE and RESCUE SERVICE**



# Top Tips

Dress appropriately. If you are unsure of the dress code, just ask! As a rule of thumb, keep your appearance smart and subtle

Arrive 15 minutes early for the interview in person, and set yourself up 15 minutes early for the virtual interview. If you are logging in to a virtual interview, set yourself up in a quiet place with good lighting and all the resources you will need.

Do a trial run, for both in-person and virtual interviews. This can either be practicing your route to the interview or practice setting up and testing your technology

You'll need to know your CV and employment dates back to front. Take any information and documentation with you that may support your application



# Top Tips

Be positive. Keep in mind that you've been selected for interview and therefore, they already like what they have seen

Please ensure that your mobile phone is switched off, if on silent ensure that the vibration mode is off

If you are participating in a virtual interview and you do not feel comfortable with this way of interviewing, we recommend practicing by recording yourself doing a mock-interview.

You might not enjoy watching the recording back, but it is a fantastic insight into the way that you portray yourself on camera and can show you potential areas for improvement



**SAFER  
PEOPLE  
SAFER  
PLACES**

# Answering and Asking Questions

**LEICESTERSHIRE**  
**FIRE and RESCUE SERVICE**



# The STAR Technique

---

**Situation:** Set the scene and give the necessary details of your example.

**Task:** Describe what your responsibility was in that situation.

**Action:** Explain exactly what steps you took to address it.

**Result:** Share what outcomes your actions achieved.

You'll know when to use this technique because the questions will often have openings like:

- Tell me about a time when...
- Give me an example of...
- Describe a...

Now choose a skill from the job description and input it into the template on the right to practice.

**The Interviewer Says:** "Tell me about a time when you had to use X skill to achieve your target/goal."

**Your Response:**

**Situation:** "In my current role, I was in charge of/did....."

**Task:** "The goal was to have....."

**Action:** "In order to do that, I had to....."

**Result:** "As a result,....."



# Ask Questions

---

Don't fall into the trap of preparing two amazing questions for the end, only to have them answered during the interview.

Come prepared with five excellent questions and you'll be sure to have some left by the time the interview is winding down.

Here are some suggested questions that you can ask your interviewer:

- Why are you recruiting for this position/promotion?
- What training will be provided for the role? How long will training last?
- What are the team like I would be working with?
- What opportunities exist in the future?
- What are the future plans for Leicestershire Fire and Rescue Service?
- When are you looking for someone to start the position?
- When are you looking to make a decision?



**Watch the  
videos for  
more detail**

**Good luck!**

**LEICESTERSHIRE**  
**FIRE and RESCUE SERVICE**