



# Candidate top tips

Here at bp, we understand that job interviews can be daunting, but we want to ensure that you perform at your very best. We are committed to this principle and that is why it forms part of our Candidate Charter. The most important point to remember at an interview stage, is that interviews are a two way process. They are also an opportunity for you to understand if the role and organisation is right for you. Below are a few suggestions on how to approach your interview with us – for all types of interview, whether it is virtual, via the phone or face-to-face.

## Telephone interviews

- Try a dry run. There are so many ways to record yourself these days that it's an easy way to check how you sound to others and all those funny "ums" and "has" you might be making can, with practice, be avoided. Ask a family member, friend or colleague to run through some questions and play your answers back to yourself.
- Smile as you dial (really, this works!). A smiling voice sounds positive and upbeat, coupled with great energetic body language will ensure that you come across positively over the phone.
- Be in the right place. Find a quiet spot somewhere with no distractions, to give yourself the best chance, you need to be focused on the task at hand.
- Make sure if you are using your mobile for the call that you have good signal and a full charge.
- Remember to breathe and try to keep your speaking pace steady. We'll try to make the discussion as relaxed as possible, but nerves can get the better of us all, and sometimes this can lead to speaking really quickly or sounding like you are mumbling.
- Give the interviewer a chance too! On a telephone interview, there's a tendency to speak-over and interrupt. It's probably nerves – so bear this in mind, and keep calm.
- Drop us a line. A quick thank you note to your interviewer goes a long way to show your interest. It's a quick thing to do and it really does show a positive attitude.

## Video interviews

- Follow access instructions in your email invite.
- Ensure that you have allowed yourself enough time in advance to test your system and check that your connection, camera and microphone are working correctly. There will be a link in your invite to do this.
- Make sure you run the test on the device you will be using for the video interview.
- If you are having a live interview, try to join early, in case you run into any unexpected issues.
- Make sure you are in a quiet, distraction-free environment.
- Remember you are on camera, so try to find somewhere which has good lighting! Try to avoid having a bright light or a window behind you.
- Use headphones with a good microphone to avoid feedback and audio echoes.
- Set yourself up on a steady surface, to prevent a wobbly recording and keep your head and shoulders in focus on the camera.
- Whilst you may be on camera, try to relax and be yourself! Smiling always shows that you are engaged and it is also proven to help with your own confidence.
- Dress for success and build rapport – an interview is still an interview, dress for success, and remember to ask open questions to your interviewer if you are having a live video interview. Remember, we want to get to know the real you.

## On the day

- Arrive early – try and give yourself some time to relax before the interview and make sure you are as calm and prepared as you can be.
- Answer questions honestly. Relax, smile, ensure you have good body language and eye contact but most importantly, just be yourself.
- If you don't understand a question, simply ask the interviewer to clarify, and if you don't know the answer be honest. This will help your discussions be more authentic and transparent.
- Take a moment to really think about the questions that you are being asked and use plenty of examples from your past experience, from as many different roles and organisations that you have worked for as possible. Varied and interesting examples will help enrich your interview dialogue.
- Interviews are a two-way process – it's also an opportunity for you to decide if bp is the right organisation for you.
- Ask questions too. It's not mandatory, but it is an opportunity for you to understand any areas you wish to explore further, such as your development, the team you could be working with and bp as a whole.

## Next steps

- Within our Candidate Charter, we commit to enabling you to take away valuable learning, whatever the outcome. So where possible we will provide feedback (this can be restricted by location and even local legislation – but our commitment is to give feedback where we can).
- Should you be successful (congratulations!) you will receive an offer. There's more information on this in our application animation and associated downloadable documents.
- If you are not successful, then we would encourage you to register for job alerts if you have not done so already and keep in touch! The right role at bp might still be waiting for you and we positively welcome re-applicants. Remember - your recruiter will be there to support you throughout your interview process journey.