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 view in principle 5 of our **Candidate Charter** (Enable best performance and learning experience). 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/Virtual 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. **Forbes have some further information** on this.

- Be in the right place. Find a quiet spot somewhere, maybe at the kitchen table or office desk equivalent to conduct your interview – you will be amazed how much better you perform when sitting up rather than slumped on the sofa or lying down in bed!

- Try to ensure that pets and children are not in the same space for the interview time – they can be distracting and to give yourself the best chance, you need to be focused on the task at hand.

- If at all possible, try to use a landline and not a mobile phone when being interviewed. Mobiles – as great as they are - can drop out, lose signal or play your favourite text alert jingle when you're in mid-flow. Nothing like a blast of your favourite pop song to break your concentration in mid-interview. If you don't have access to a landline, do make sure alerts are off and try to use a headset to avoid brain-frazzle.

Telephone/Virtual Interviews

- Remember to breathe and try to keep your speaking pace steady. We'll try to make the discussion as relaxed as possible, but still - most people are nervous when they are being interviewed – and this can come across at a machine gun rattle.

- Give the interviewer a chance too! On a telephone interview, there's a tendency to speak-over and interrupt. It's probably nerves – so bearing this in mind, keep calm and carry on.

- Drop us a line. A quick thank you note to your interviewer goes a long way to show engagement and courtesy (like a handshake at the end of a face to face interview). It's a quick thing to do and it really does show a positive attitude (and that you've more than likely read these tips, which is indicative of a pro-active and keen candidate).
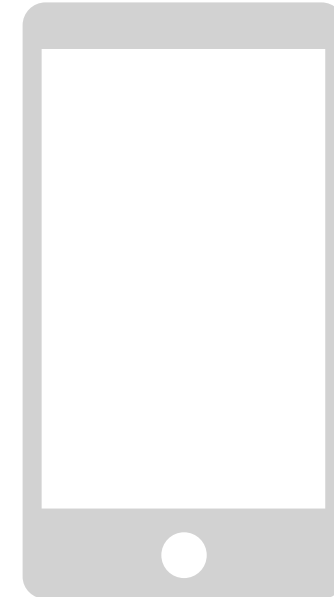
Face to Face Interviews

- Review your CV / resume - Make sure that you know the details inside and out as it may have been a while since you submitted it with your job application. Have a look through it again to ensure that you can answer any questions.

- Conduct a bit of research – understand a little about BP and the business area you are interviewing for. Review **bp.com/careers**, **facebook.com/bpcareers** and **linkedin.com/company/bp/careers** plus there are some great videos on youTube as well.

- A good understanding BP's **Values and Behaviours** will most certainly help you too.

- BP interviews are competency based. Remember, it's not always about a right or wrong answer but how you approach the question, and the structure to your answer and your ability to be able to demonstrate relevent examples of sitations you've faced in the past and what you did in those sitations with key learnings.

- There may also be a technical interview. No matter what your discipline, from HR to engineering, this will consist of questions around your technical expertise. Remember - technical knowledge is very important, but also how you approach problems, construct your thought process, and demonstrate personal skills is assessed as well.
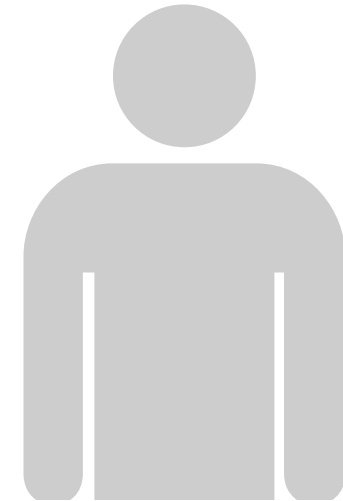
On the Day

- 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 originations 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 opportunityfor 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 expore further, such as your development, the team you could be working with and BP as a whole.
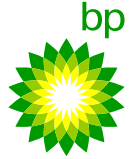
Next steps

- 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 animatio 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.