

# INTERVIEW TIPS FOR ADULTS WITH ADHD

Preparing for a job interview with ADHD can be challenging, but careful planning is the key to success. This guide will take you through essential steps, including preparation, highlighting strengths, practicing, and handling interview challenges. With these strategies, you'll confidently face your interview and impress potential employers.

## Use a calendar and checklist

Plan out what you will need for the interview ahead of time. Write a list and set yourself deadlines for what you need to do before the interview, this might include:

- Ensuring you have an outfit ready to wear
- Planning how you will get to the interview
- Making sure you know what time you need to leave your house

Make a physical list of what you will need and check them off. Use your calendar to make sure you have everything ready well in advance.

## Planning what you need to take with you

You might find it helpful to take along any certificates you have as well as a few notes / prompts to help you remember key things you want to say. This could contain examples of your accomplishments, information you have researched about the company you are applying to, questions you might have, or other information that might help you answer typical interview questions. Remember: Try to keep the notes short as a reminder – not for you to read word for word during the interview.

## Practice interviews

Ask friends, family or employment organisations to help you practice your interview skills, if you do not have anyone who is able to do this with you, you could record yourself and watch it back. This will help you practise the content of your answers as well as your delivery style. You can find common interview questions online and practice your answers to these. Try to keep your answers to 1 or 2 sentences, without going off-topic. Make sure you answer the question and use your prompts to help keep you on track.

## Highlight your strengths

Many people with ADHD have an ability to hyper-focus on a subject they are interested in or passionate about. If you are someone who hyper focuses on a task, then explain this as a strength, tell the interview panel you have a high level of attention to detail and are able to put all your effort into achieving your goal. Other strengths often include strong creative skills, problem solving skills and high energy levels which can be explained as a high enthusiasm towards your work and a passion to achieve.

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## Take your time

If there is a question that you struggle with or you begin to feel overwhelmed, ask the interviewer to repeat the question, this will give you more time to think about your answer. Its also okay to ask if you can come back to that question at a later point.

Here are a few more tips to help you in your interview

- Stay calm and do not rush
- Before you go in, sit and read your notes to remind you of key points
- Try not to overshare too much about your self and your challenges
- Think about how you are going to explain any gaps in your CV beforehand such as “taking a career break” or “spent some time looking after a family member”

Remember: You can only do your best, relax, be yourself and if it is the right company for you then they will see your potential. If it does not go your way then take a look at our resource on dealing with rejection and how you an move forward

If you feel you would benefit from further support, then why not book a one-off support session with a member of our team to help you prepare.

To find out more or to access our services: Visit: [www.autismplus-employmentservices.co.uk](http://www.autismplus-employmentservices.co.uk)  
Telephone: 0114 384 0284 Email: [employmentsupport@autismplus.co.uk](mailto:employmentsupport@autismplus.co.uk)