

# Here for an interview?

## Welcome!

We're glad you're here. While you wait for your interview, here are a few tips to help you feel at ease and perform at your best.

### Get Comfortable...

Make yourself at home – Take a deep breath and settle in. We want you to have a positive experience and perform at your best.

Relax – Interviews can feel nerve-wracking, but remember, we're here to learn about you, not to catch you out.

Need any adjustments? – If you require any reasonable accommodations, just let us know —we're happy to help.

### Stay focused...

Stay hydrated – Feel free to ask for some water if you need it.

Turn off/silence your phone – A quick check ensures no distractions during your interview.

Be curious – Remember, interviews are a two-way process. Feel free to ask any questions you have about the role or Trivallis.

### Wishing you the best of luck!

We're looking forward to meeting you and learning more about your experiences.

No matter the outcome, we truly appreciate the time and effort you've put into preparing.

**Good luck — you've got this!**



Inclusive



Kind



Progressive



Trustworthy



### Prepare with confidence...

Remember the STAR technique – Structure your answers clearly:

**Situation | Task | Action | Result**

Presentation coming up? – If you've been asked to prepare one, take a moment to run through your key points.

Review any key notes – If you've jotted down important points or examples, now's a great time for a quick glance. You can take these in with you if you like.



**Trivallis.**

# Yma am gyfweliad?

## Croeso!

Rydyn ni'n falch eich bod chi yma. Wrth i chi aros am eich cyfweliad, dyma rai awgrymiadau i'ch helpu i deimlo'n gartrefol a bod ar eich gorau.

## Ymlaciwch...

Gwnewch eich hun yn gartrefol – anadlwch yn ddwfn ac ymlaciwch. Rydyn ni am i chi gael profiad cadarnhaol a bod ar eich gorau.

Ymlaciwch – Gall cyfweliadau fod yn brofiad brawychus, ond cofiwch, rydyn ni yma i ddysgu amdanoch chi, nid i'ch dal chi allan.

Angen unrhyw addasiadau? – Os oes angen unrhyw addasiadau rhesymol arnoch, rhowch wybod i ni — rydyn ni'n hapus i helpu.

## Cadwch eich ffocws...

Yfwch ddigon – os oes angen dŵr arnoch, mae croeso i chi ofyn.

Diffoddwch/tawelwch eich ffôn – cymerwch gip sydyn i wneud yn siŵr na fydd unrhyw beth yn tynnu’ch sylw yn ystod eich cyfweliad.

Byddwch yn chwilfrydig – cofiwch, mae cyfweliadau yn broses ddwyffordd. Mae croeso mawr i chi ofyn unrhyw gwestiynau sydd gennych am y rôl neu am Trivallis.

## Pob lwc!

Rydyn ni'n edrych ymlaen at gwrdd â chi a dysgu mwy am eich profiadau.

Waeth beth fo'r canlyniad, rydyn ni wir yn gwerthfawrogi'r amser a'r ymdrech rydych chi wedi'i roi i baratoi.

## Pob lwc - fyddwch chi'n iawn!



Cynhwysol



Caredig



Blaengar



Dibynadwy



## Paratowch gyda hyder...

Cofiwch y dechneg STAR (yn Saesneg: Situation, Task, Action, Result) – Strwythurwch eich atebion yn glir:

**Sefyllfa | Tasg | Gweithredu | Canlyniad**

Cyflwyniad i ddod? - Os gofynnwyd i chi baratoi cyflwyniad, cymerwch eiliad i fynd drwy'ch pwyntiau allweddol.

Adolygwch unrhyw nodiadau allweddol – Os ydych chi wedi nodi pwyntiau neu enghreifftiau pwysig, dyma'r amser i gael cip cyflym arnyn nhw. Gallwch fynd â nhw gyda chi os hoffech chi



**Trivallis.**