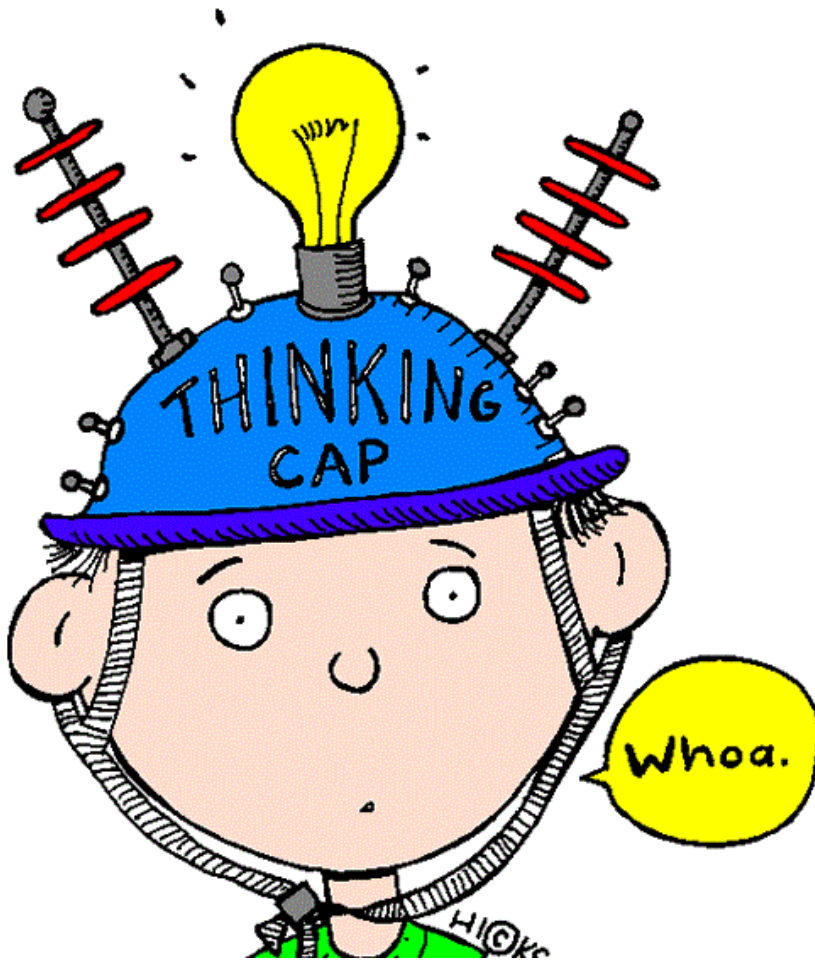




INTERVIEW SKILLS

Interviews...



- Your opportunity **to shine** – showcase your abilities, talents, personality, experience, education and motivation
- **Try to be yourself** – do not put on a false act to get through the interview
- **How you come across** is as important as what you say

How to prepare for an interview – [1 of 3] [Checklist]

1. Get the **BASICS** right
 - Know where you are going : sort out any travel and accommodation you need – check website for maps and directions : sleep well!
 - Arrive 10–15 minutes early : go to the loo : be polite to everyone
2. Know **your CV / application form** and **cover letter / personal statement** inside out
 1. Research the **role** (job function) or the **course**
 - Job description or prospectus gives you clues - why this job? : why this course?
 - Share enthusiasm for your chosen subject – know what the course involves and possible career options
 - Share **experience** of your achievements : be ready to present your ideas and arguments : show that you are willing to engage in **new ideas beyond the scope of school work** and that you are committed to your subject

How to prepare for an interview – [2 of 3] [Checklist]

4. Carefully research the **employer, industry**... the **university/college**
 - Describe the business, industry, competition [handout] : WHY would you buy from this company? Be aware of hot industry news!!!
 - Know the latest in your subject area : keep up to date with news : know why you really want to go to this university/college/study this course

5. Research the **interviewer**
 - Name, job title, reporting line : review business networking sites (LinkedIn)
 - Name, academic interest, speciality, passion – any books or articles published?

6. Prepare answers to **likely questions**
 - Work out your most effective answer – and **REHEARSE** [most common questions]

How to prepare for an interview – [3 of 3] [Checklist]

7. Prepare your **own questions**

- Try not to save them up to the end – if possible, drop them in during the interview
- Demonstrate genuine interest in the business
- Demonstrate genuine interest in university / college / course

8. Manage **your behaviour** – nerves, **SMILE**, sit comfortably, be enthusiastic

9. Final check

- **PRACTICE** your answers
- Work up **THREE REASONS**
 - Why **you** should be employed
 - Why **you** should be given a place at this university/college

First impressions

- Dress smartly
 - Shows that you interested in the job
- Body language
 - Make eye contact
 - Shake hands firmly
 - Smile – enjoy the conversation
 - Don't slouch – confident posture
 - Breathe deeply



First impressions - statistics

Factors effecting employability:

- A candidate's **timekeeping** (96% of managers agree this is influential)
- Level of a candidate's **interview preparation** (93%)
- Ability to hold **eye contact** (82%)
- Personal **appearance** (73%) (two thirds of employers said they were put off by tattoos)
- Quality of banter or **small talk** (60%)
- Strength of **handshake** (55%)

The **five most important factors** interviewers considered when hiring:

- Work experience (36%)
- First impressions of the candidate (24%)
- Education (12%)
- Professional qualifications (10%)
- References (9%)

Three quarters of interviews are lost within three minutes of entering the room – Fly Research

One-to-one interview

- The most common interview
- Interviewed by one person... usually the person for whom you will be working
- Simple question and answer session
- *Try to have a conversation*
- *Don't be afraid to enter into a discussion*



Competency based interview

- Competency based interviews are based on the fact that **a candidate's previous behaviours** are the best indicators of **future performance**
- In this type of interview, you will be asked to recall specific instances where you were faced with **a set of circumstances**, and how you reacted

PREPARE stories

Describe a situation where you had to:

- Show leadership
- Make a difficult decision
- Work as a member of a team
- Show initiative
- Change your plans at the last minute
- Overcome a difficult obstacle
- Refuse to compromise
- Work with others to solve a problem

STAR framework

“Tell me about yourself...”

Common mistakes:

- Be careful... do NOT ramble, and do NOT
- Regurgitate your CV and cover letter
- Tell your life story
- “Well, what do you want to know?”
- The 10 minute monologue

An opportunity to develop personal rapport with your interviewer

Answer the right way:

- Focus on what most interests *the interviewer*
- Use ‘the tailoring method’
 - Show you possess the **qualities** they want
 - Speak to **a success story** that highlights the quality that you are trying to demonstrate – e.g., solved a problem, excelled in a difficult situation, used a skill to get a job done

*“The best way to emphasise **who I am and what I’m about** is reflected **in this story...**”*

Those awkward questions...



- Tell me about **a time you failed**
 - Need to admit some failure, but
 - Explain what you have learned from it, and
 - Describe specific steps you took to overcome the failure
- What are **your weaknesses?**
 - Speak about a skill that you are **working to improve**, e.g., time management, public speaking
 - Focus on the **specific actions** that you taking to combat it, e.g., time management – have a 'to do' list
- What **animal** would you choose to be and why?
 - A **dolphin** because I have an energetic personality and love working with others

Outrageous interview questions...

"A penguin walks through that door right now wearing a sombrero. What does he say and why is he here?"

- "My penguin is going to come in the door and say, 'You should hire Amanda - she's organized and she has her stuff together. You want her to lead your team.'"
- Uh, yeah, but what about the sombrero?
- "He had a margarita before he came in!" she said.
- If you're really thrown by an oddball question, stop for a moment. Take a breath... and think of something! A clever response is to use something like that to sell yourself.

That question was asked by a recruiter for a position as office engineer at Clark Construction Group, Bethesda, Maryland, USA

THREE questions you **should** ask



- What **qualities** would help someone succeed in this position?
 - Ideal qualities?
- Describe the **company culture**
 - E.g., Is it fast paced, competitive?
 - Company values?
- **How did you get started in your role?**
 - Personal connection with interviewer... **conversation!**

Closing the interview



- ASK about **the process**
 - What happens next?
 - When will you make a decision?
- LEAVE **a good impression** – smile and a firm handshake
- FOLLOW UP the interview with **a thank you note** or letter
- ANALYSE **your performance** in the interview (for later interviews)

Do NOT get discouraged

Questions



Finally...

Create your best year ever...

https://youtu.be/B7r7YY_EO0A