

Interviews

The interviewer is not there to fail the applicant; the interviewer is there to ask questions and test the applicant..

Imagine that the person across from you does not know you at all - and it is your job to make them like you and make them be your friend during the interview..

The interviewer is just another human, and your job is to take each question as if the interviewer is asking your help in something, so be polite and expressive to the degree possible..

The interviewer really wants to find someone to do the job, they do not want to have to go through the process again!

Covering the elements of your CV

	Typical Question	Observations
Profile	You say that you are when have you shown this?	Need a story for every claim
Career History	I see in your CV that you did Could you tell me more about it	Be ready to describe a job or individual task/duty
Education	Tell me about your final year project What made you choose that subject?	Be ready to describe motivation and talk about experience and learnings
Skills	Give me an example when you used	Need to be able to illustrate each skill
Interests	Tell me about I also like What do you do?	Should be excited by and interested in your interests so keen talk about them

Guidelines for answers

Where possible use concrete examples from your experience

- Avoid generalities and unsubstantiated claims

Structure them as a simple story

- Beginning – the situation, objective, task
- Middle – the main part, what you did, what you overcame
- End – the result, punchline, main point, learnings

Aim to tell the story in 1-2 minutes

- Concentrate on the highlights
- More questions about the story are great as you know about this

Helps to practice saying them out loud

Experience Worksheet (STAR)

Situation

- Set the scene for the story. What was happening?
- Why was this needed? When did you do it?

Task

- What were you asked/needed to do?

Actions

- What did you actually do?
- If you worked as part of a team what was your contribution?

Result

- What was the outcome?
- How did it help the organisation?
- Use numbers where possible.

Where When Who

Where

- Address of interview
- Checked on Google maps

When

- Journey time

Who

- Name and contact number
- Add to mobile in case of issues when travelling

What

- What paperwork do you need to take
- Examples of your work that are relevant

Appearance

Clothes

- Check what will you wear is clean and ready to go

Shoes

- Polish day before

Hair

- Length and look OK?

Company Research

Company Website

- Start with about us section
 - What do they say they do
- Look at the people and history
- Look for connections with your experience
- If time look at products, clients, news.....

Google check

- What does their name throw up
- Check for recent news

Job Description

Check for key attributes

- Attitudes/skills mentioned
- Plan examples to use for “give me an example of when you have.....”

Technical words

- Google any term you are not sure of

Obstacles

- Plan answer to biggest problem

Questions

Plan your questions

- What do you want to know
- Next steps in process

On the day

Stuff to take

- Phone (turn it off on arrival)
- CV
- Job description
- ID
- Map
- Contact details
- Money
- Examples
- Waterproof/umbrella
- Small bottle of water