

Interview success



Getting to know different types of interview

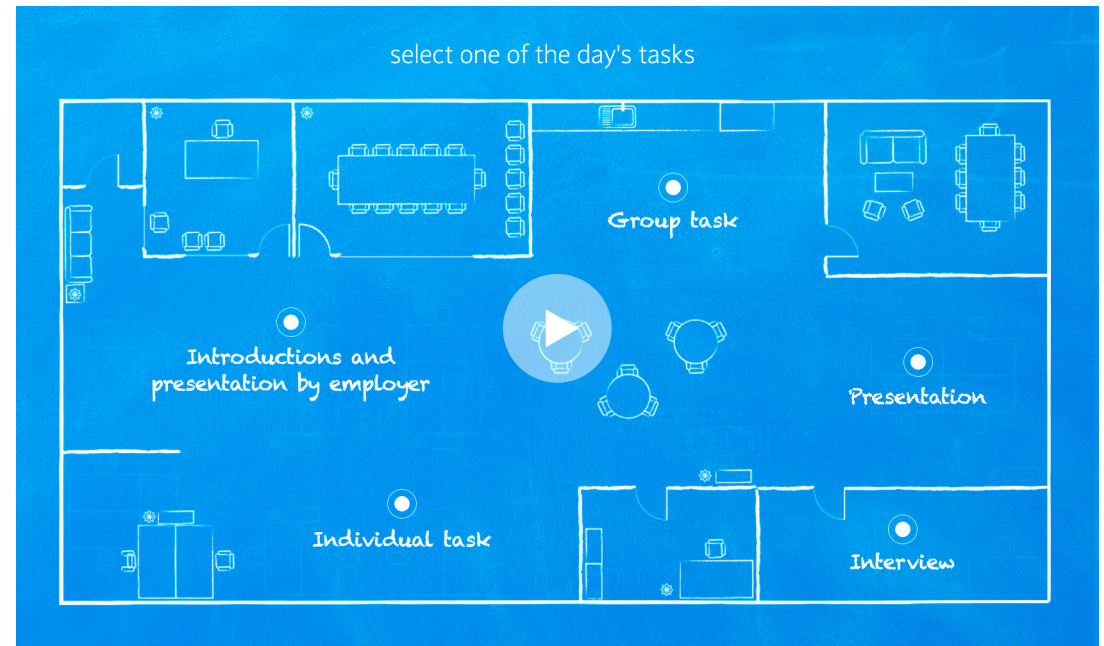
Online test	Phone	Face to face	Video	Panel	Group
					
<p>Common types of psychometric test include ability, situation-based judgment and personality tests</p>	<p>A quick and easy way to spot the best people to invite for a face to face interview</p>	<p>Used to get to know each other and assess whether you're a good match</p>	<p>Somewhere between a phone interview and a face to face interview, the video call is generally a straightforward meeting</p>	<p>Different people can get to know the applicant</p> <p>Finds out how you perform in front of an audience or under pressure</p>	<p>Finds out how you work with others in a team and communicate, or how you might fit in</p>

Planning for an interview

When the interview is confirmed	A few days before the interview	The night before the interview
<ul style="list-style-type: none"> • Researching the organisation • Thinking about possible questions and answers • Researching career progression and training opportunities • Accessibility support • Checking the location and planning your route • Considering what to wear 	<ul style="list-style-type: none"> • Practising responses you might be asked • Preparing questions to ask 	<ul style="list-style-type: none"> • Reading through notes • Double checking travel plans • Getting a good night's sleep

Assessment centres

- Could be 2 hours or a whole day
- Variety of activities
- Observed by trained assessors
- Skills, competencies & traits are assessed
- Marked against set criteria



Group exercises

Role plays

Presentations

Practical tasks

Psychometric/
numerical tests

What are competencies?

'Leading people' is a competency

Discuss what qualities they demonstrate that tell you they're a good leader

Name someone you think is a good leader

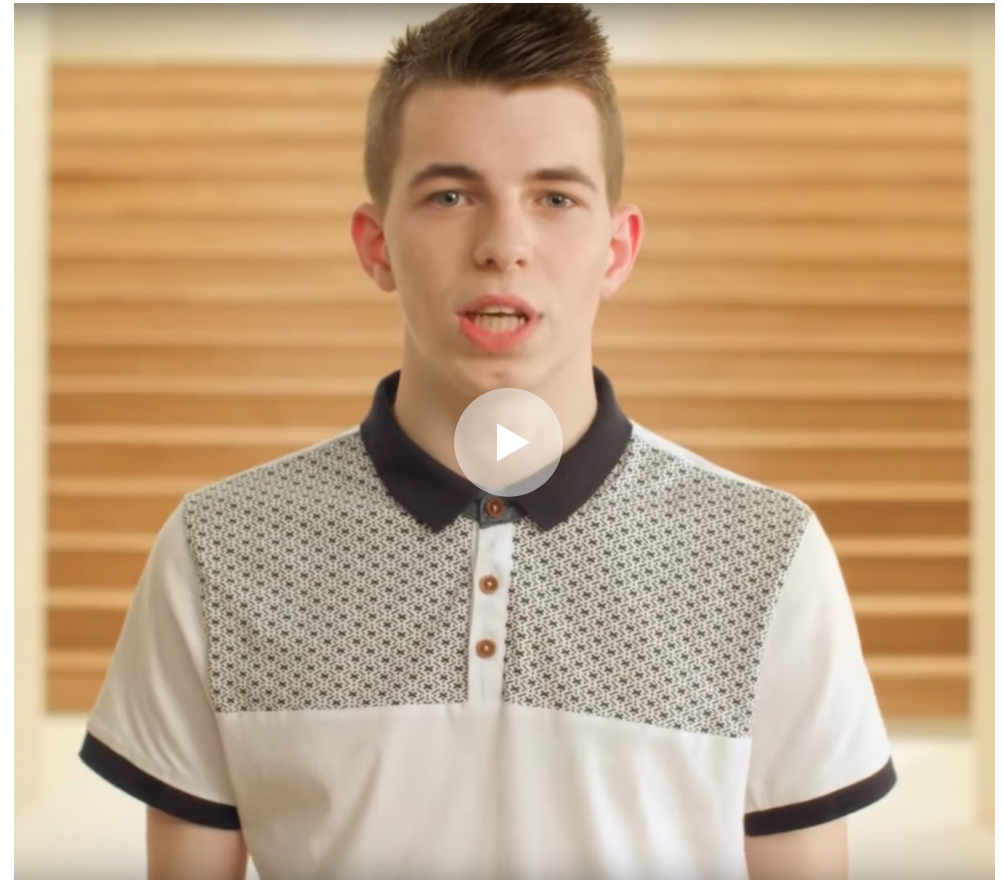
Think of a specific example of when they have demonstrated good leadership

What makes a good leader?

- Quickly earns respect and trust
- Builds strong working relationships
- Convincingly persuades the audience
- Actively listens and encourages feedback
- Makes people feel valued and gives direction
- Is honest, fair and tolerant
- Encourages innovation and ideas



Communication



Positive responses

- In pairs, discuss how you might answer the following question in an interview situation:

Describe a time when you have worked as part of a team. How did you work together and what was the end result?

The screenshot shows a video player interface with a blue background. At the top, there is a progress bar with six question markers: Q1, Q2, Q3, Q4, Q5, and Q6. Q1, Q2, Q3, and Q4 are marked with checkmarks, indicating they have been completed. Q4 is currently selected. Below the progress bar, the text 'Question 4: Working as a team' is displayed. The main video area shows a man in a dark suit and light shirt sitting at a desk with his hands clasped. A large white play button is overlaid on the video. To the right of the video, there is a smaller inset video showing a man in a dark suit and light shirt speaking. Below the video player, there are two buttons: 'Watch a model answer' and 'Next question', both with right-pointing arrows.

The STAR model



Using STAR

‘Tell me about a time you worked well in a team.’



Interview one – work experience/volunteering

1. Tell me about yourself
2. What interests you most about work experience or volunteering with us?
3. What do you know about this opportunity and what do you want to get out of this?
4. Tell us about a time when you had to work as part of a team
5. Describe an activity or initiative where you had to take responsibility – what did you enjoy about it, was anything difficult?
6. What things are you most proud of that you have worked on at school/college/in a part-time or volunteering role?



Interview two – apprenticeship/first job

1. Describe what you think you will be doing in this role and what interests you about our organisation?
2. What can you bring from your past experiences and what have been your achievements?
3. Tell me about a time when you had an idea to do something in a different way to get the result you wanted
4. Describe a time when you have worked as part of a team
5. Describe a time when you've had to deal with a difficult situation or individual, what made the situation demanding and what was the outcome?
6. Talk me through how you keep up to date with our industry, from how it's changing to the impact of technology



Interview three – graduate job

1. Explain what you think you will be doing in this role short term and longer term?
2. Tell me about a time when you solved a problem, how did you do it, who did it involve, did everything go to plan and what was the result?
3. Describe a situation where you have worked in a team, what role did you take, what did you learn and what did you achieve?
4. Walk me through a time when you've had to lead an initiative or project, how did you do it, how did you involve others and what was the result?
5. How do you expect this business and the technological environment to change over time?
6. Describe a key business issue that you are interested in? What interests you and what's your opinion?



Top tips for presentations

- ✓ Speak clearly so that everyone can hear you
- ✓ Speak slowly as people need time to take in what you're saying
- ✓ Use notes with key points to remind you what to say rather than reading a pre-prepared speech
- ✓ Stick to the time you've been given (put a watch or timer on your phone on the table in front of you)
- ✓ Don't worry if you make a mistake. Remember that your audience are hearing your presentation for the first time so are not likely to notice any errors

Delivering a presentation

- Choose an interest you have, e.g. a sport or activity you take part in or a subject you like studying
- Structure your presentation into sections:
 - What the topic of the presentation is
 - Why you want to talk about it
 - What the key points of interest are about it
 - Why you would encourage others to try it
 - How others can find out more about it
 - Don't forget to close your presentation with a summative sentence or an invitation to ask questions