

INTERVIEW PREPARATION

Congratulations on your invitation to interview.
Here are some **tips and recommendations to support you.**

VIRTUAL INTERVIEWS

Most interviews are taking place remotely, via Skype/Microsoft Teams.

There are two ways to access the interview call:

- A link provided via calendar invite
- Telephone number and conference code provided in your confirmation email

If you have any technical problems e.g. losing connection, then you can re-join the call by dialling the provided number.

If you require assistance or reasonable adjustments, please let your recruiter know.

INTERVIEW FORMAT

Interviews will be based on your CV and a set of behaviour and competence questions.

You can find the specific Core Behaviours and Technical Competences on the advert, which will be attached in your interview confirmation email.

The questions will follow the format below:

1. CV Review
2. Core Behaviour 1
3. Core Behaviour 2
4. Technical Competence 1
5. Technical Competence 2

Study the job advert as this will give you a good indication of the qualities and experience the panel are looking for, as well as an idea of some likely questions.

Make a list of key points you want to make, to demonstrate that your experience and achievements make you the best candidate – you can then make sure that you cover these in your answers.

Prepare some examples for each of the required Core Behaviours and Technical Competences that may prove good examples and evidence for the questions asked.

WHAT IS THE INTERVIEW PANEL LOOKING FOR?

- Confirmation of the evidence you have given in your application. You will be required to expand and/or supplement this evidence.
- Strong evidence you have achieved a high standard in all of the Essential Criteria (as described in the advert)
- Your suitability to undertake the requirements of the job as defined in the job advert
- Enthusiasm and interest in the job

RESEARCH

Find out as much as you can about us. A reasonable knowledge of our work, purpose, values, organisational structure, achievements and current challenges will create a good impression and help you to relate your answers to this specific post.

QUESTIONS & COMPETENCES

Questions will vary depending on the role, the competences, and your CV. Questions will likely be asked in an 'open' style and when discussing your CV prepare for a focus around your present job, your career history, how you got into the sector, etc. Think about your strengths, weaknesses, how you can build on your experience, and how your skills will be able to transfer across to this specific post.

The style of questions to expect could include –

“Can you tell me about a time when you had a lot to do and had to set priorities?”

This could be followed with –

“How did you set these priorities?” “How did you deal with any problems that arose?”

When answering questions, use the STARR format wherever possible to help describe your experience relating to each competence.

STARR stands for:

SITUATION, TASK, ACTION, RESULT, REFLECT

This helps give structure, context and depth to your answer.

Find out more about the STARR technique at des.mod.uk/interview-tips

An example of the STARR technique:

- S** People kept slipping over at work
- T** My manager asked me to find a solution to this problem
- A** I identified, wrote a business case for and went on a health and safety course, utilised this training to identify ways to mitigate people falling over
- R** People stopped falling over as a result of the actions I put in place / there was a 70% reduction in staff accidents resulting in a 50% reduction in staff sickness
- R** Next time I would suggest the whole team go on the course for further benefit

- Try to highlight as many relevant successes as you can for each question.
- Give comprehensive answers to their questions so that you include all the key points, but guard against going into excessive detail which does not add to the evidence you are providing.
- Teamwork is important but the interviewers will want to know what you personally have contributed and achieved, so if you use an example where you've been part of a team, make sure you describe what you have done and achieved, as well as the overall outcome.
- If you cannot give adequate evidence of a required competence relating to your present or previous jobs, try to use examples from your outside activities.

END OF THE INTERVIEW

You will be given the opportunity to ask the panel questions. While it is not essential to do so, it does give you the chance to ask about the job and the organisation, and if you come to the interview with questions prepared it shows you have done your research.

Top tip: Keep what you have to say succinct and focused on the most important points. Bear in mind that your time is limited so don't slip into waffle or chat.

If you have any questions, feel free to get in touch with your recruiter. Good luck!



MOLLY, TALENT ACQUISITION

“*Be clear, confident, and concise – and highlight all of the great relevant skills and experience you have to offer*”

YOUR AMBITION
LEADS HERE