Interviews

September 2019
We will cover

• Preparing for interview
• Types of Interview
• Interview Questions
• STAR technique
• General interview tips
What is the purpose of an interview?
Preparation

- Due diligence
- Presentation/other tasks etc
- Identify key areas and prepare evidence
- Summarise challenges and how you can contribute to each
- Use the ‘clock technique’ to identify stories/evidence
- Practice, practice, practice!
Types of interview

Could include:

• Formal panel interview (possibly including a presentation)
• Series of ‘focus groups’ or ‘sub-panels’ with key people
• Informal ‘meet and greet’, perhaps over lunch
• Presentation to a group of anywhere up to 30 people
• Other ‘assessment’ exercises e.g. case studies
• Assessment Centres
The final/panel interview - Questions
Types of questions

They could cover almost anything, but likely types of questions include:

• The ‘open goal’ first question – personal motivations etc
• “Give us an example of...” – what have you done?
• “How would you...?” – about doing it in their world
• Good questions are ‘open’ & start ‘how/when/where/what’
What are they evaluating

- Your technical ability
- Your personal competencies – how you get things done
- Your values & how you uphold them
- Your understanding of their organisation and the role
- Your fit to their culture
- What you would be like as a colleague
- Evidence of self-awareness
STAR Technique

• Situation
• Task
• Action
• Result
How to answer questions:

• There’s answering the question, and really answering the question:
  o S.T.A.R.
  o Basic level answers
  o Intermediate level answers
  o Advanced level answers

• View questions not as a threat but as an opportunity
The formal interview – example questions

• What motivated you to apply to this role, what will you bring to it?

• Tell me about yourself

• Describe your communication style

• Describe your leadership style

• How would colleagues describe you?

• If appointed to this post, what would your development needs be?
Tips for the day

• Relax – but not too much – it is a formal interview
• Be yourself – that’s what they want to see
• The panel will be looking for reasons to appoint you, not to reject you
• Listen to the question and make sure you answer it
• Be enthusiastic & show you want it – don’t be the ‘grey’ candidate
• Engage with them all, not just the Chair
• Don’t ask something for the sake of it
The origin of job interviews

- https://www.youtube.com/watch?v=b56eAUCTLoK
If successful need to consider

• Is there any need to negotiate on salary, or other terms
• Resignation and an agreement regarding end date and start date
• Support through transition (think about induction and 1st 100 days plan)
• Medium-long term development needs
• NB feedback on your interview performance can still provide valuable learning
If unsuccessful

• Accept the decision
• Try to get proper and (as much as possible) detailed feedback on your performance from both the hiring line manager and External Assessor
• Use the feedback as a basis for reflection and development
• Discuss this with your line manager and put a plan in place to address any development needs
Q & A