



# Welcome to your Interview Skills Workshop

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# What's an interview?

- An interview is a formal meeting at which someone is asked questions in order to find out if they are suitable for a job or a course of study (Collins dictionary)
- It's a two way process – you're interviewing them too!
- Different type of interviews include:
  - Structured
  - Unstructured
  - Assessment centres
  - Competency or behaviour based interviews



## So you have an interview...?

**Research the company**

**Know your CV**

**Understand the Job  
Description**

**Travel - Know how to  
get there and the  
location**

**What to wear?**

**Rehearse with a friend**



# Top 10 interview questions (Monster.co.uk)

- What can you tell me about yourself?
- Can you list your strengths?
- What weaknesses do you have?
- Why should I consider hiring you?
- Where do you see yourself five years from now?
- Why do you want to work here?
- What is your salary expectation?
- What motivates you?
- What makes a good team player?
- Is there anything that you would like to ask me?

# Answering a career break question



**Be honest**



**Relevant  
knowledge**



**Why now and  
why here?**


# STAR Technique



## Situation

Describe the event or situation that you were in.



 the balance

## (Prepare)

Listen to the question and think of an event.



## Result

Close with the result of your efforts.



## Task

Explain the task you had to complete.



## Action

Describe the specific actions you took to complete the task.





## STAR exercise

Pair up with the person next to you.

Create and share your STAR response to one of the following questions:

**“Can you give me an example of a project that you’ve led?”**

**“Can you give me an example of when you have dealt with a difficult situation?”**



## Do you have any questions for us?

**Ask an industry based question – e.g. impact of Brexit / impact of latest legislation**

**Could you describe what a typical day in the role would be?**

**What are the next steps from this interview?**

**Is there anything from my CV that you would like to cover that we haven't so far?**

**What development opportunities are there in the role?**

**How did this role become available?**





## After the interview

- At the end of the interview, thank the interviewer/s for their time
- For smaller companies, you may wish to send a thank you note or email
- If you are offered the role, that's the time to discuss salary and working hours
- If you are unsuccessful, don't be afraid to ask for feedback. Notes will have likely been taken during the interview to be able to compare your answers against others (some companies may not provide feedback)