

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:
 - S.T.A.R.
 - Basic level answers
 - Intermediate level answers
 - 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