

## Your chance to sparkle - Candidate interview techniques

### Preparation is the essence of a successful interview.

- Research the organisation via their website and request literature. Identify the structure and services available.
- Familiarise yourself with the job description or role profile.
- Elicit as much information from your recruitment consultant as possible for example...  
The structure of the interview, will it be panel based or other and will there be competency based testing?
- Obtain the names and designations of the interviewers and ascertain if further interviews are planned.
- Bring a copy of your CV to the interview together with a pen and notepad to prompt you when it's your turn to ask the questions. (If you have tailored your CV for a specific position, ensure that you acquaint yourself with the changes to avoid any embarrassment)
- Always dress formally and understated.
- Allow plenty of time to get to your destination, considering travel time, traffic conditions, parking facilities and public transport.

#### Interview Styles

Departmental Managers' focus primarily on whether you have the key skills to meet the job specification. They also assess your personality in respect of team relationships.

Human Resources Personnel focus primarily on organisational structure, culture, professional development, recruitment administration and adherence to key skills as outlined in the job description.

## What you may be asked at interview

How much do you know about the organisation?

Why did you apply for the position?

What do you envisage are the main functions of the position?

What skills and experience could you bring to the role?

What qualities and strengths do you have that would be of benefit?

What weaknesses do you have?

Give an example of how you coped under pressure?

What were your responsibilities in your last job?

Why do you wish to leave your current job?

How do you keep your skills professionally updated?

Do you have a portfolio of Continuing Professional development?

How would you visualise a typical day/week?

What frustrations do you anticipate?

What has been your biggest achievement in your career to date?

How do you motivate yourself and others?

What de-motivates you?

What are your long term goals?

How can we support your professional development?

How do you handle criticism?

Have you applied for other positions?



## Questions you may want to ask

*Your note pad will assist you now if you need a prompt.*

Ask pertinent questions to show that you are interested and have followed closely the information provided during the interview.

Ask about the organisational/departmental structure and culture?

Why has the vacancy arisen?

What are the long terms plans of the department /organisation?

What are the training opportunities and promotional prospects?

Investigate details related to the job specification?

Ask about the team you would be expected to work with?

Ask if there will be subsequent interviews?

What is staff retention like?

You may go on to ask details related to contract of employment, pensions ?

When can you expect to hear if you have been successful?

Ensure that you bring with you professional documentation and personal ID to include:

- Original professional qualification documents and licence if applicable
- Portfolio of Continuing Professional Development
- Passport, birth certificate, national insurance number and a recent utility bill that has your name and address on.

## Good Luck

