

Preparing for an interview

Skills that this session will develop:

Communication - Presenting

By the end of this session the mentee will be able to:

- Describe different types of interview questions
- Explain how to apply the STAR technique
- Use the STAR technique to create personalised answers to competency based questions

Session Preparation:

Mentors to think about interview situations they have been in as both an interviewer and interviewee and what advice has worked for them as examples to help their mentee.

Session Plan:

Start the session by finding out how confident the mentee feels about interviewing, and then work through the below content and practice the questions provided.

Competency-based questions are interview questions that require candidates to provide real-life examples as the basis of their answers. These competencies will be integral to the role itself, and will be listed in the job description and person specification. Candidates should explain why they made certain decisions, how they implemented these decisions and why certain outcomes took place. A typical competency question will be framed like this:

“Can you give me an example of a time that you have worked as part of a successful team?”

The STAR technique helps you to structure your answers to these types of questions.

S **Situation (describe the situation you were faced with)**
T **Task (what were you asked to do in this situation)**
A **Action (what action did you take to complete this task)**
R **Result (what was the result of your action)**

Task 1: The following questions are common competency questions in interviews. Together, work through these and any other examples the mentor has:

- Can you give me an example of when you've worked in a team?

- Can you tell me about a time when you have overcome a difficult situation?
- Can you give me an example of when you've demonstrated excellent time management skills?
- Tell me about a time you changed your approach due to changing circumstances?

Other types of interview questions may focus on assessing the candidates motivations in applying for the role at that particular company, their commercial awareness, their strengths, and find out how they would approach different scenarios they are likely to encounter in the role.

Task 2: Together, work through these questions and any other the mentor has. The mentor should explain how to answer them using examples from their work history.

- Why do you want this role?
- What interests you about this particular company?
- What motivates you?
- What is your greatest achievement?
- What is your working style?

Mentees can continue to research further interview questions and how to answer them using the resources in the link below:

<https://www.google.com/url?q=https://www.prospects.ac.uk/careers-advice/interview-tips/interview-questions&sa=D&ust=1589208675950000&usg=AFQjCNH6WryINkbnXiXjscA4ldUYvKcLQ>