Interviews – hints, tips and common mistakes

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Objectives

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

- Identify the factors you need to consider in preparing for an interview
- Describe common interview mistakes and how to avoid them
Preparation...

- Research is key
- Prepare some standard responses:
  - why you want the job
  - what your strengths are
  - what your weaknesses are and how you overcome them
• Identify key themes in the ATJ – these will determine the types of questions / themes for the interview.

• For example:

  • Person specification - Ability to manage and prioritise own workload effectively, to meet deadlines and provide a timely and efficient service.

  • Question - the workload will have challenging and competing deadlines. How would you manage this?
Group Activity 1

• Look at the ATJ you have been given.

• Identify the key themes in the ATJ

• Think about what questions might be asked in an interview?
Dealing with Questions

Give an answer that:
• Is true
• Provides details
• Gives an example
• Answers the question
• STAR (Situation, Task, Action, Result)
Group Activity 2

- Look at each interview question and possible answers given.
- Can you identify good or bad answers?
- What makes the answers good or bad?
- How might you answer these questions?
Planning

- Have a copy of your application form with you since you might get asked questions related to this – read it before the interview!
- Take notes with you if you think you will need them – but don’t read from them as if they are a script...
- Adopt an enthusiastic, alert, positive mind-set.
- Think about what to wear.
- Think about body language and eye contact
Common mistakes

- Mobile phones!
- Inappropriate language
- Inappropriate use of humour...
- Inappropriate body language...
- Being overconfident...
Do you have anything to ask us?

- Think in advance of questions that you would like to ask at the interview.
- Have some questions prepared
Examples of Good Questions

- "What training and development opportunities are available?"
- "What do you think are the priorities for the role in the first six months?"
Examples of Poor Questions

- When would I get a pay-rise?
- What other perks are there?
- Do you have a grievance procedure?
- When will you make a decision?
- How many sick days can I have per month?
- Anything over familiar...
Summary

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• Identify the factors you need to consider in preparing for an interview

• Identify common interview mistakes and how to avoid them