

Preparing for your **interview**



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If your application is successful you will be invited to attend the next stage of the recruitment process.

Depending on the role you are applying for you may be asked to participate in one or a combination of the following assessments. Please let us know in advance if you need any adjustments or have any special requirements.

Interviews

A panel interview will be conducted by at least two managers and will typically be competency-based. This means that you will be asked questions which will require you to give examples of how you demonstrated a particular skill or quality in specific circumstances.

You can prepare yourself by thinking of some examples of when you have demonstrated the key competencies required for the job using the **STAR** model.

Situation – describe the situation

Task – what was required of you, who was involved

Action – what did you do

Result – describe the outcome, what did you learn

Your examples should be based on your present/previous role(s) ideally within the last two years. Examples from voluntary work, unpaid work experience, school/college and hobbies can also be used.

Remember to think about any questions you may want to ask the panel as this is your opportunity to establish whether this is the right role and organisation for you.

Work-related Exercises or Ability Tests

These are exercises designed to simulate a real work situation. For example, you could be asked to work through an in-tray or to analyse information on a spread sheet. Ability tests measure current ability and future potential for a wide range of skills, for example verbal, numerical reasoning, clerical checking.

Presentations

Presentations assess knowledge, fact finding, presentation and influencing skills.

If applicable, you will be given your topic in advance of the interview and asked to deliver your prepared presentation to the interview panel.

Personality Questionnaires

If you are asked to complete a personality questionnaire, we will usually ask you to do this online prior to your interview. Personality profiles look at your behaviour preferences at work and so there are not right or wrong answers. We will usually explore areas of your profile at interview and use the information to help inform our decision on your suitability for the role. Once the recruitment process has concluded you will be offered a feedback session on your profile.

Assessment Centres

An assessment centre comprises of a variety of activities which may include a panel interview, role play and group exercises.

Full details about the format of the interview and what you may need to bring with you will be included in your invitation to attend.