



INTERVIEW PREPARATION

Treat an interview as a business meeting, although you are being assessed for the role you also need to assess the organisation to make sure it's the right organisation and role for you. Spend at least an hour researching and preparing for an interview.

Preparing for an interview is a little like preparing for an exam. The more you prepare the more likely to be successful you will be. Some useful tips and things to think about:

INITIAL PREPARATION

Dress Code: Smart / Professional

Pad: Take notes and bring them in to the interview with you (professionally in a folder)

Research: Research the company - write down 5 key bullet points about the company

Job: Write down 5 key things about the job from the role profile – This will ensure that it is fresh in your mind

Address: Checkout the address and ensure you know where you are going, consider traffic, parking and give yourself some extra time for those unforeseen circumstances.

YOUR CV

Know your CV, key responsibilities, history and be able to explain reasons for leaving. Be clear on salary and any benefits you received in previous roles.

COMPETENCY INTERVIEW PREPARATION

Think of the examples of questions that they may ask. Here are some examples that might assist you. Think about recent roles that you have been in and write down potential answers:

- Tell me about your experience of assisting colleagues
- Give me an example of where you have had to influence somebody's opinion
- Give me an example of when you have had to work under pressure
- Give me an example where you have had to take responsibility in a situation
- Give me an example of working in a team environment
- Give me an example of planning a project or task
- Give me an example of a challenging work situation

- Give me an example of working to targets and deadlines
- Give me an example of providing excellent customer service
- Tell me about a time you missed a deadline
- Give me an example of when you have had to build a relationship with a new customer or colleague
- What are your strengths?
- What are your weaknesses?
- What can you bring to the team
- What are your transferable skills from previous roles?
- Why do you want to work for this organisation?
- Why does the role interest you and how does it fit in with your career goals?
- Where do you see yourself in 3 and 5 years time?
- How do you understand your customer's needs?
- How do you monitor and improve the way that you work?

COMPETENCY INTERVIEW PREPARATION – LEADERSHIP QUESTIONS

- What type of teams have you managed before?
- Tell me about your experience of managing multi-site teams?
- Tell me your experience of managing poor performance
- How do you motivate a team?
- How do you monitor and drive performance?
- Tell me about a time when you have had to handle a difficult colleague

COMPETENCY INTERVIEW PREPARATION – SPECIALISM QUESTIONS

Think about specific questions that will be asked that are related to your area of specialism, for example:

- HR – tell me about implementing a talent strategy
- IT – Tell me about an IT project you have had to manage
- Finance – Tell me about your experience of creating a balance sheet
- Sales – Tell me about how you would go about creating a sales strategy
- Logistics – Tell me about a new warehouse you opened

WRITE DOWN QUESTIONS THAT YOU WISH TO ASK.

- Tell me about working here, what's a typical day in this role?
- What do you see as the most challenging part of this role?
- What training and development do you offer?
- What is the culture like?
- What are the key priorities for this role?
- What's the team I would be managing like?