



Date: 24th May 2021

Time: 12-12.30

Succeed at Interview

Ethna Mc Gowan, Career Coach

www.tudublin.ie/careers

What will we cover?

- Preparing for an Interview
- Typical Interview Questions
- The CARR Framework – to assist with story telling
- Tips for the day of the interview including Video Interview Tips
- Further resources to support you

Get into the mindset of the interviewer

Can you do it?

Skills

Motivations

Will you do it?

Personality

Will you fit?

Try to establish what the interviewer might be looking for

- Analyse the Job Description OR a generic job profile for the role you are interviewing for
 - www.careersportal.ie – Look up Career Profiles and search by ‘Career Sector’
 - www.prospects.ac.uk – Look up Job Profiles under ‘Jobs & Work Experience’
- Research the organisation you are interviewing with – website, linkedin, google search, past graduates currently working there

Anticipate the Questions

- Anticipate common interview questions and think about how to approach them
- Review typical interview type Questions
- Once you have come up with your list prepare answers to these
- use the CARR framework where applicable

Typical Graduate Interview Questions

– the most common ones

- Tell us about yourself/Talk us through your CV
- What do you know about our organisation?
- Why do you want this job?
- Why should we employ you?
- What key skills/personal traits do you feel are important in this role?
- Do you have any questions for us?

Typical Graduate Interview Questions – other examples

- What sets you apart from other graduates?
- What part of your course do you enjoy the most?
- What is your greatest achievement to date?
- What is important to you in a job?
- What do you do in your spare time?
- What is your preferred subject in college and why?
- What has been the most recent media issue that has attracted your attention? Why did you consider this to be significant?

Typical Competency Questions

– use the C.A.R.R Framework

- Tell us about a time when you used your problem solving skills/team working skills/communication skills etc
- Describe an achievement that demonstrates your team working skills
- Describe a situation where you went above and beyond what was required of you

Think of your 'evidence'



- College Life
- Work Experience
- Personal Life

- Present the evidence/your story in a structured way

C: Challenge.....The START of your story

A: Action.....The MIDDLE of your story

R: Result & R: Reflection.....The END of your story

“Communication Skills” using C.A.R.R

Context

One of the major parts of my course is to deliver presentations to my lecturer and the other students. My success hinges on my ability to deliver the details of the presentation in a clear and concise manner whilst continuously gaining the attention of my listeners. I demonstrated this ability recently when I had to **deliver a presentation on “How to study effectively”**

Action

I made sure to keep my **language and style informal and friendly** as I understood that a formal approach wouldn't work too well. I **dressed casually** and made sure my **presentation was fun and visually appealing** whilst still being quite **informative**. I knew that delivering the presentation in this manner would help establish rapport whilst also still getting the message across that I knew what I was talking about.

“Communication Skills” using C.A.R.R

Result

I **scored 90% in this assignment** and I was later told by my lecturer that it was my enthusiastic and friendly approach that had got me such a high grade. I also **received some lovely feedback** just after the presentation from other students on the course who commented that I managed to get across my points in a very concise but fun way.

Reflection

I was **delighted with this assignment** and on reflection I found it really boosted my confidence. I now find myself **volunteering for lots more presentation opportunities** as a result of it.

.

- Allow some time for the unforeseen
- Dress appropriately
- Be aware of first impressions - Smile and be friendly
- Sit in alert position - Speak clearly and listen carefully
- Nerves are normal – adopt a management strategy that works for you

Interview Tips

- Practise, practise, practisePersistence is key
- Listen to the question and answer specifically what's asked - don't jump in with your pre-prepared answers
- Seek clarification if you need to. Know your limits and don't bluff

Video Interview Tips

- Prepare as you normally would
- Plan a quiet, distraction free area with adequate lighting
- Turn off all other devices
- Practise an interview using the required technology if you can
- Ensure the required device is fully charged or plugged in
- Have a simple background free from clutter

Video Interview Tips

- Consider how you look on screen – do a Trial Run
- Sit up tall, nod and make good eye contact
- Project your voice and pause. Try not to rush your answers.
- Smile – let your personality shine through
- Relax, Breathe and Take your time

Resources to support you

- Job Description & Person Specification
- www.careersportal.ie & www.prospects.ac.uk – Job Profiles
- <https://www.tudublin.ie/for-students/career-development-centre/students-and-graduates/getting-ready-for-interviews/>
- <https://nextstepsupport.org/> – Free practise video interview



Questions?

Ethna Mc Gowan, Career Coach

<https://www.tudublin.ie/for-students/career-development-centre/contact-us/>