

LOVE YOUR CAREER



PRESENTER Jill Barrett

DATE 08.02.23.

WORKSHOP TITLE Tips for Interview
Success

www.tudublin.ie/careers/loveyourcareer

See also www.tudublin.ie/careers and
www.tudublin.ie/careersconnect

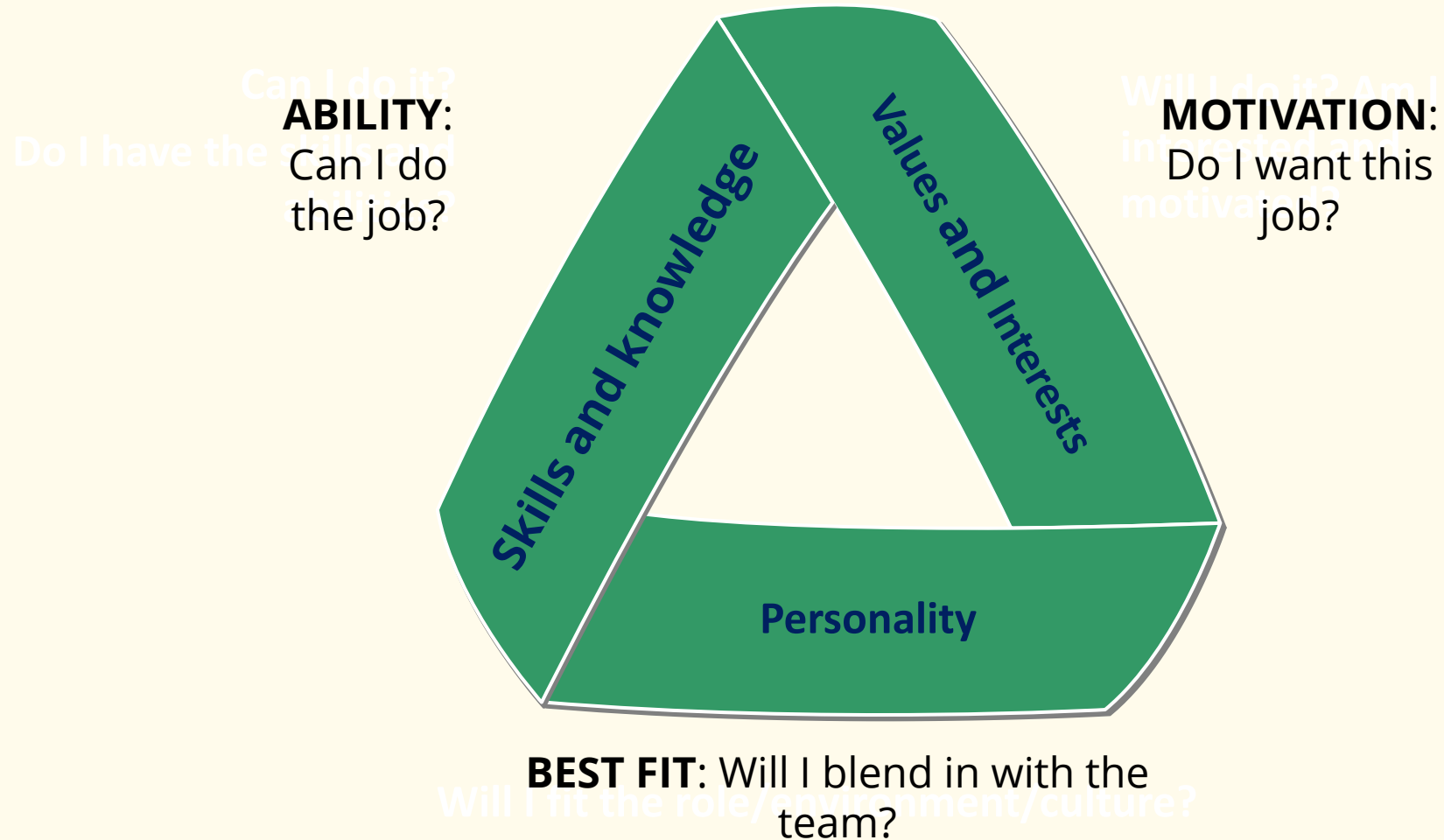
What will we cover?

- 1) Knowing yourself, knowing what the recruiter wants**
- 2) VIPS and USPs**
- 3) Basic tips and interview scoring**
- 4) EQ – emotional intelligence**
- 5) Typical questions and the S.T.A.R.R. technique**
- 6) Question time.**

Preparing for Interviews: Know yourself, have a plan

- Who am I? What do I want? Where am I going?
- By when do I want to get there?
- What's my contingency plan if my original plans don't work out?

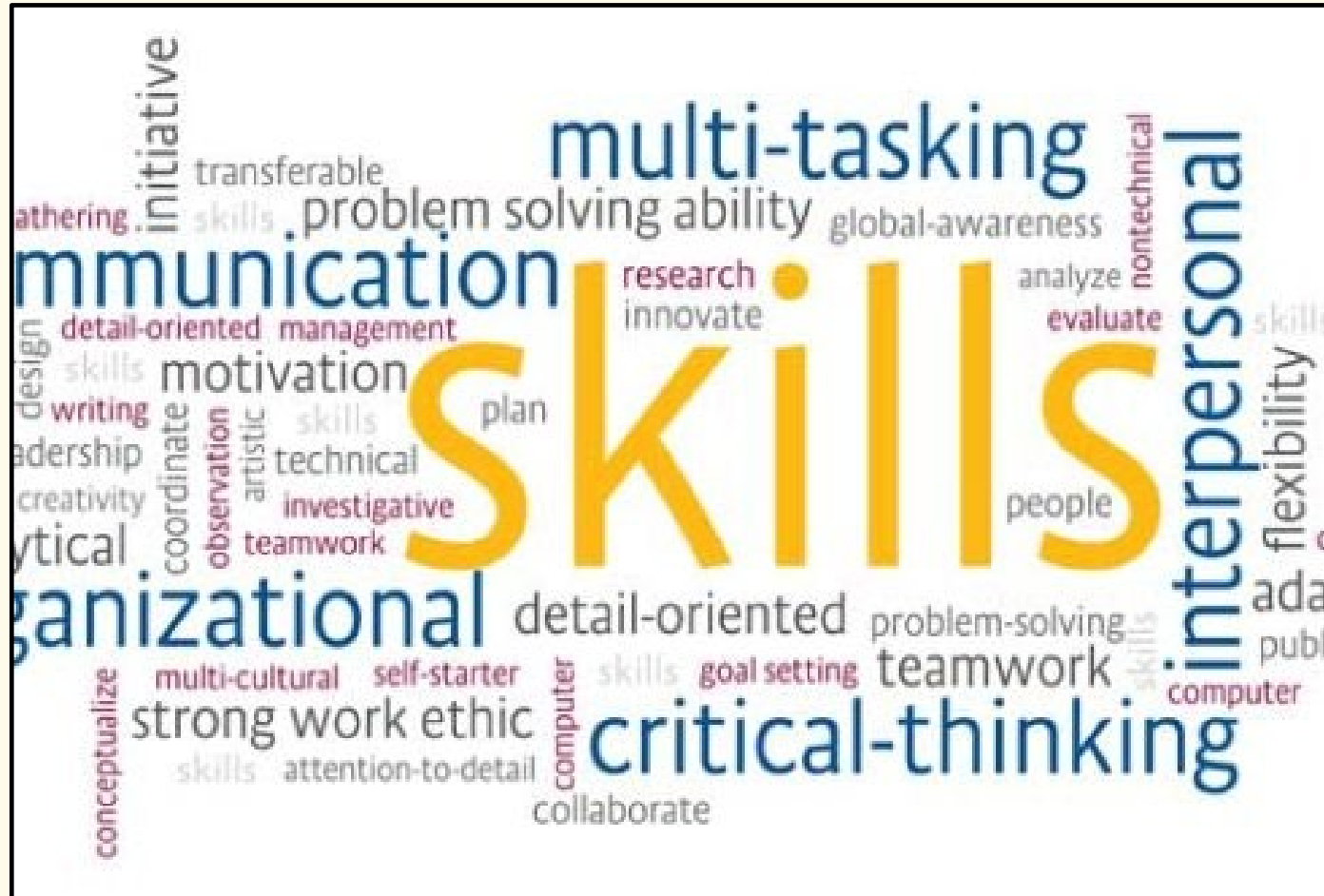
WHAT THE RECRUITER WANTS



What I have - My VIPS

- What are my **Values**?
- What **Interests** me; what is/are my passion(s) in life?
- What **Personality** traits define me?
- What **Skills**, experience and knowledge can I bring to the role I am interviewing for?

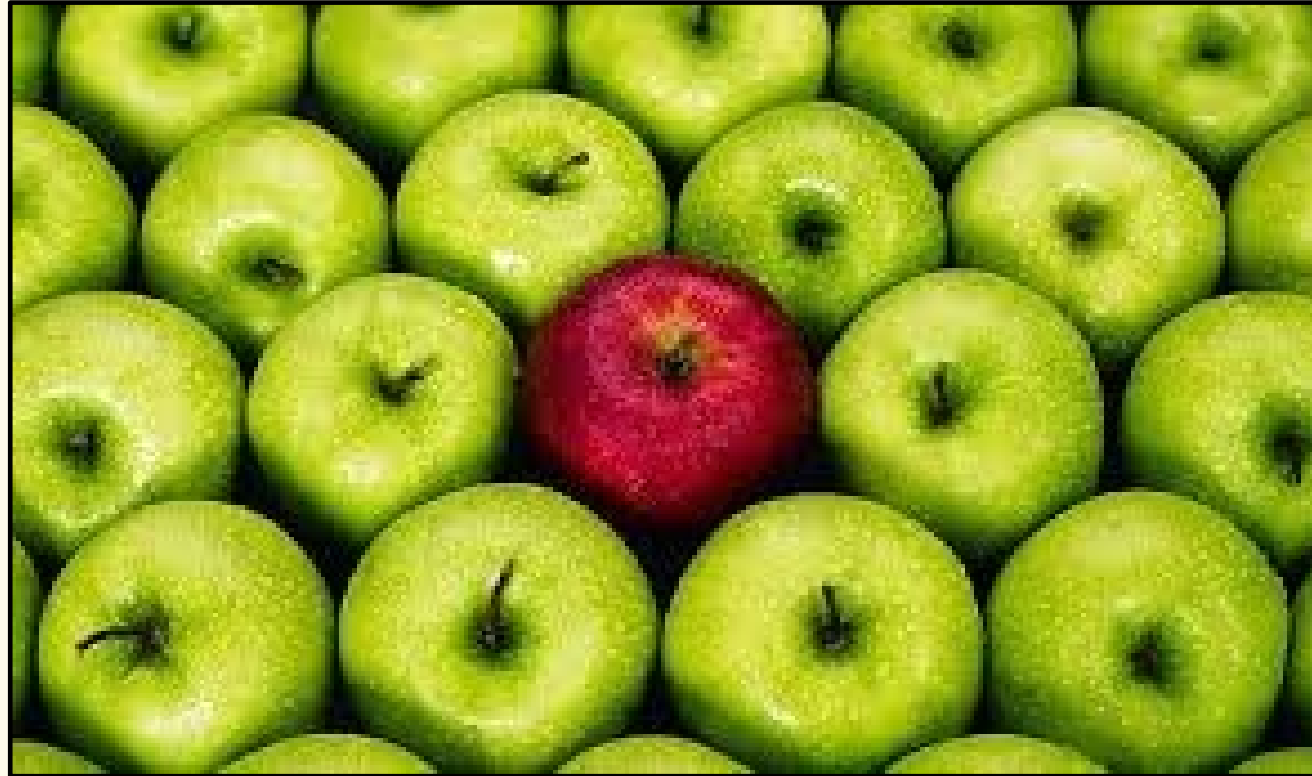
Expressing skills



It's a numbers game

- **Degree awarded 2.1**
- **Employee of the month for highest customer service ratings**
- **First in class to get all assignments completed**
- **Achieved 15% increase in sales**
- **Staff turnover decreased twofold under my management**
- **Supervised a team of 13**
- **Secured research funding of €25,000.**

What I have – what makes ME unique?



My Unique Selling Points (USPs)

Image credit: 123rf.com

**MY
VIPS**



**MY
USPS**

Quick tips

- For virtual interviews get your technology and your interview location sorted well in advance. For face-to-face, ensure you've planned the journey well.
- Read the job specification. Anticipate all the questions you might be asked, prepare responses.
- Research thoroughly, practice your performance – record your responses (time them), listen, repeat.
- Look the part – be professionally turned out.
- Have a technique to deal with nerves.

And some more quick tips

- **Be on time!**
- **Talk the part – be aware of tone, pitch, pace. Listen to understand and speak to be understood.**
- **Act the part – body language, eye contact, exude confidence.**
- **Seek to build a relationship with each interviewer.**
- **Remember, recruiters “hire for attitude, train for skill.”**

EQ – Managing your hot button(s)



Image credit: stupid.com

Get the basics right

- Tell us about yourself/run us through your career to date?**
- Why have you applied for this job/to this organisation?**
- What are your strengths and areas for development?**
- What is your career plan for the next 3-5 years?**
- Have you any questions for us?**

S.T.A.R.R. Technique:

Presenting

your competencies

Situation/Task

- What was the challenge, task to be done, where, when, size of team etc, be specific.

Action

- What did you do, what was the **rationale** for your decisions. Use active verbs e.g. organised, planned, calibrated, managed, arranged, oversaw, researched, collated, delegated etc.

Result

- What was the outcome of you acting in the way you did? What were the key factors that led to that outcome?

Reflection

- What did you learn from the experience? What went well? What would you do differently next time? What similar situation could you envisage arising in the role you're applying for, and what ideas do you have on that?

Example: PRESENTING TO A GROUP

S/T

- When I was in my third year of my BSc in Marketing in TU Dublin I won an award for achieving the highest result in the university for the Research Studies Module. As a result I was nominated to represent the University at an all-Ireland higher education research studies competition that required me to make a 10 minute presentation on my work.

A

- I identified that there were three key things I needed to focus on to make sure my presentation would be a success. First, to research my audience – they were to be my fellow competitors and their academic supervisors, and a small judging panel from industry and education, totalling 35. Secondly, I needed to create engaging content and through research I learned to keep my presentation simple with lots of visuals and no more than 5 points per slide. Thirdly, I knew practice was key and so performed it multiple times to my classmates, supervisor and even my family. On the day I was nervous but got there early to set up and do another short practice so that my actual performance was very relaxed in the end and really well received.

R

- I came second in the competition and was very happy with that as you could clearly see why the guy that won it was the best. He was really confident and was able to deliver his presentation entirely without notes. Afterwards I found out he was involved in the debating society in college. My supervisor said I was one of the best representatives TU Dublin had ever had participating in the event.

R

- I was really pleased with my performance on the day but felt I could have been much more confident than I was and read from my notes too much despite the fact that I knew the content. As a result I joined a local Toastmasters group that helps people develop their public speaking skills and I've begun to make much more polished presentations as a result.

The 'Have you any questions?' question*

Pre-prepared questions you still want to ask

- Bring a note of these with you.

Related to topics covered in interview

- Something you forgot; shows you were listening and reflecting.

Chance to offer new information

- On achievements.
- Other relevant experience.

**Or, use the time to state emphatically and passionately why you want the job and why you are the best fit for it.*

Factors contributing to a negative response

- Late arrival.
- Unprofessional appearance.
- Poor attitude – evasive, using excuses.
- Lack of interest and enthusiasm.
- Lack of preparation, knowledge of role.
- Failure to give concrete examples of skills.
- Failure to use 'I'/state what you were specifically responsible for.
- Over emphasis on money/rewards.
- Apparent lack of career plan/motivation.

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QUESTIONS

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