

LOVE
YOUR
CAREER

TU Dublin Career Development Centre



8–12 Feb 2021

45 Career Webinars, more info at
tudublin.ie/careers/loveyourcareer



SUCCEED AT INTERVIEW

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Outline of Session

- Preparation
- Performing Well
- Typical Questions and How to Answer Them
- Useful Resources



Preparation/Practice is Key

Research the **Company** – website, LinkedIn, google alerts, media. Library - company databases, talk to someone doing a similar role

Research **Industry** – trends, competitors, challenges

Research the **Job Spec** – knowledge, skills, experience, qualities, duties – gather your bank of evidence/examples

Reflect – what are the key things I want an employer to know about me? and USP

Know your CV



Preparation/Practice is Key

Research typical questions – bullet point answers

Check out online resources – www.tudublin.ie/careers,
Interview feedback-CDC, glassdoor.ie

Prepare questions to ask at end

Know/Practice CARR Technique – Competency-based questions
– Examples from any area of your life

Practice!: With friend, family member, Coaching

Video/Phone preparation – equipment, audio, background, wifi,
lighting, body language, notes



During the Interview

- **Body Language/Dress Code**
- **Handling Nerves**
- **Difficult scenarios** – Don't know answer or understand question, Mind goes blank, questions at the end, Salary
- **Pause.** Don't be afraid of Silences
- **Good learning** – more you do the better you will be!
 - Provide **evidence** for every question



Career Profile

Can you
do the
job?



Evidence of
Interest/
Motivation

'Fit' for the role/environment/culture

CAN YOU DO THE JOB?



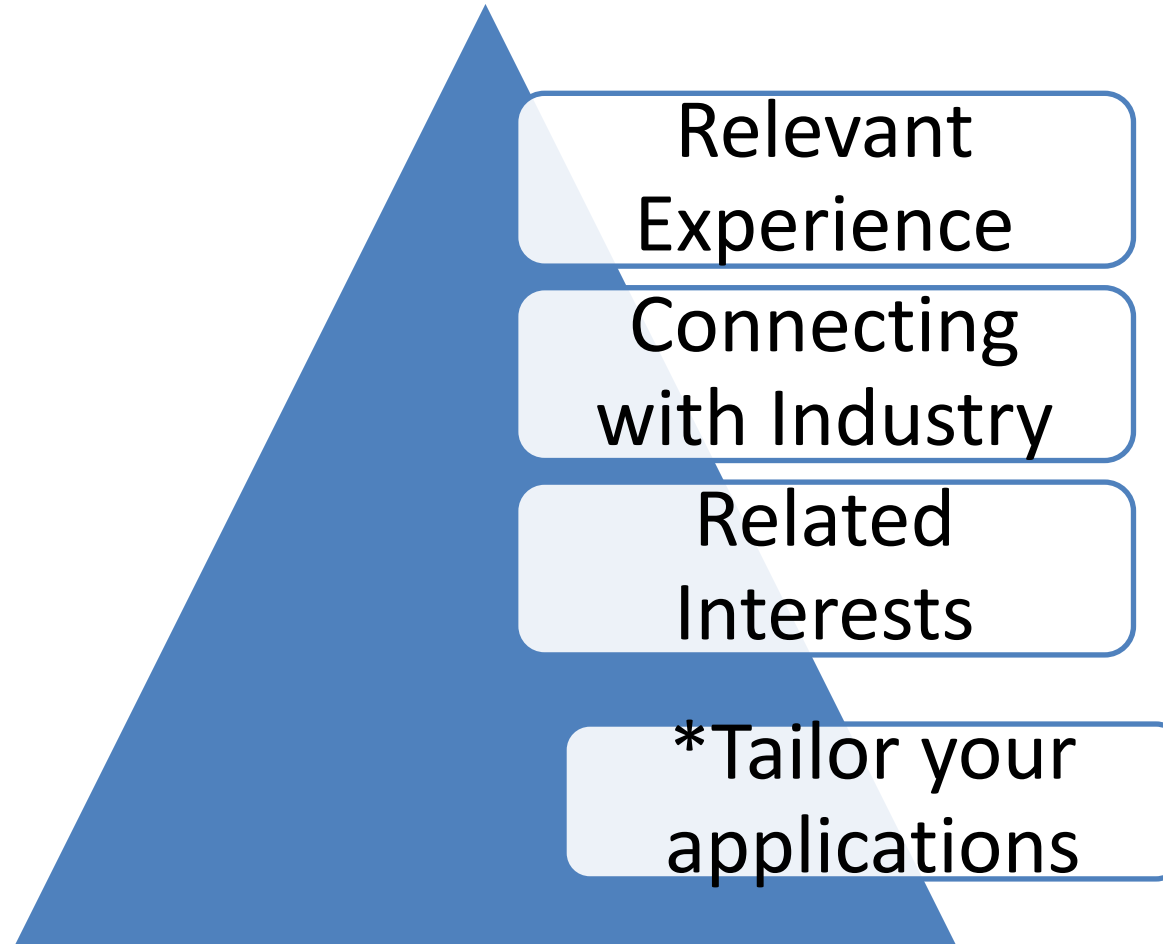
Education

Experience
(Work/Travel/Interests)

Skills

YOUR USP?

MOTIVATION AND INTEREST



PERSONALITY FIT



Personality 'fit'

Interests/Achievements

Qualities/Skills

Attitude/Aptitude

Some typical interview questions

- Tell me about yourself
- Why Degree/TU Dublin? Likes/Dislikes, More detail about degree, Academic results
- Why do you want to work for us?
- Why did you apply for this position?
- How can your previous experience help you in this position?
- Strengths, weaknesses, qualities
- Competencies related to role plus remote working skills
- Technical ability (if required)
- What do you like to do in your spare time?
- Greatest achievement?
- Interests
- How would you like your career to develop in 5 years?
- Challenges of Covid
- Why you?
- Any questions?

Possible Questions To Ask

- **The Organisation and Role**
 - Expansion, New Services, Products, Show interest in the role with questions seeking further info
- **Work and Training**
 - Formal training programme; duration; reporting structure, mentor
- **Related to topics covered in interview**
 - Returning to something asked shows you were listening and reflecting
- **Chance to offer new information**
 - Clarify/go back to something that came up earlier
 - On achievements
 - Other relevant experience
 - To add something you have forgotten.

Context

- what was the challenge, task to be done, where, when, your role, consequences etc - detail needs to be provided here

Action

- what did you do, what was your **rationale** for your decisions - '**because**' is a key word; Use active verbs - organised; planned; (dis)assembled; calibrated; managed; arranged; oversaw; researched; gathered; undertook; observed; etc

Result

- what was the outcome of you acting in the way you did; good bad or indifferent; what were the key factors that led to that outcome. What did you do, what was your rationale for your decisions - '**because**' is a key word;

Reflection

- what did you learn from the experience - about yourself; the skill (teamwork; problem solving; structuring a project) - what would you do differently next time - again because is a key word to use

Context	<p>A key feature of the degree in Marketing is participation in a number of time framed group syndicated case-studies set by academic staff. These are then presented for academic and peer evaluation. A group mark is awarded. On one occasion a fellow team member was gauged to be not contributing fully to the process thus jeopardizing team dynamics and final result.</p>
Action	<p>Having noticed the situation, I decided to confer with colleagues as to the best approach to take. I suggested taking the responsibility to approach the individual and raise concerns about behaviour. I enquired about difficulties with the workload/type and also tried to ascertain whether there were any underlying personal difficulties.</p>
Result	<p>My approach was appreciated and indeed there were underlying personal factors involved. An arrangement was made to provide the team member with a workload that suited her/his individual strengths. The group dynamic changed, communication skills developed and good standard group marks were secured.</p>
Reflection	<p>In retrospect I can now acknowledge/respect the importance of setting ground rules. I was however very happy that my communication skills shone through in building a rapport and trust with my teammate.</p>

Useful Resources

- www.tudublin.ie/careers - **Interview Section**
- Typical Questions and How to Answer them, CARR Technique, Assessment Centres

- www.gradireland.com
- www.careersportal.ie
- www.prospects.ac.uk
- www.targetjobs.co.uk

- A-Z career resources on www.tudublin.ie/careers
- www.tudublin.ie/careers/loveyourcareer - **45 Career Webinars, 8-12 Feb**





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