

# LOVE YOUR CAREER



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DATE: 12<sup>th</sup> February

WORKSHOP TITLE:

**Succeed At Interview**



# What we will cover

## Prep Before

- Employer
- Job Role
- Yourself
- Practice

## During Interview

- Techniques for answering questions
- Handling nerves
- Top Tips

## Video & Phone Interviews

*"By failing to prepare,  
you are preparing to fail."*

*Benjamin Franklin*

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# How Employers Prepare

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- Talk to people in the organisation
  - Establish what skills, personal qualities, technical abilities, etc. are required
- Establish criteria
- Devise questions to check criteria will be met
- Compare candidates ability to meet criteria against evidence they provide

**Do your  
research!!**



### **Employer and Industry Research:**

Check their website, core principles, projects, clients, values, recent projects....

Set up a google alert for the company - have they been in the news recently?

Know what's happening in the sector / industry



### **The Job Role**

Read the job description very closely – identify the skills, qualities, knowledge and abilities they are looking for

If possible talk to someone who does a similar role to get a much better insight into the position

# Yourself

- How do your skills, personality and experience match their requirements?
- How can you highlight your relevance to the role?
- Build up a bank of examples that prove you meet their requirements
- Think of CARR technique when building up bank of examples
- Practice, Practice, Practice – not so that you are rehearsed, but comfortable
- Do a mock interview if possible



## Competency Based Questions:

- Give me an example of a time where you had to take on a leadership role
- Describe a time when you worked as part of a team and one person wasn't pulling their weight
- Give me an example of a time when you worked on a project under a tight deadline
- Give me an example of a time when you dealt with a difficult customer

# Context

- what was the challenge, task to be done, where, when 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



# WHAT THE RECRUITER WANTS:

**ABILITY:** Can you do the job?



**MOTIVATION:** Do you want this job? Do you sound keen and interested in it?

**BEST FIT:** Will you fit in with the team and have the right personality fit for the role?



# First Impressions

- Be on time, dress appropriately

## Concentrate on:

- Firm handshake (after Covid)
- Smile and be friendly
- Sit in alert position
- Speak clearly, actively listen

# Interview Tips

- **BE YOURSELF**
- Listen to question and answer the question asked of you
- Don't jump in with pre-prepared answers - be yourself
- Ask for clarification if unsure
- Say you don't know (better to come clean than struggle on unconvincingly)
- Ask for a minute to think
- Be specific in your answers – don't waffle
- Back up your answers with examples from all aspects of your life



# Handling nerves

- Preparation, research and planning will build confidence
- Remember to breathe
- Relaxation techniques
- Don't be afraid of silences
- Have a glass of water if offered
- Worst that can happen is you don't get job – plenty more out there





# 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
- 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 in their questions
  - On achievements
  - Other relevant experience

# Factors contributing to negative response



- Poor personal appearance
- Poor attitude – evasive, using excuses
- Lack of interest and enthusiasm
- Lack of preparation, knowledge of role
- Failure to give concrete examples of skills
- Over emphasis on money/rewards
- Lack of career plan

# Video Interviews

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- Prepare for it in exactly same way – doing same amount of in-depth research
- Plan a quiet distraction free area
- Make sure lighting is correct and no clutter is visible in picture
- Dress appropriately
- Be aware of body language
- Do a mock interview if possible
- Test out all your equipment before – volume, logins, wi-fi etc
- Keep eye contact with the person on screen – more natural
- Turn off your phone and make sure your device is fully charged



# Phone Interviews

- Prepare the same way as normal interview
- Brainstorm list of your key skills / qualities / selling points and have it to hand for the call.
- Have your application form / CV / notes in front of you for reference.
- Make sure phone is charged and turn off notifications for other apps
- Make sure room is quiet and you don't get disturbed
- Have a glass of water at hand if you are going to be speaking a lot



# Summary - top tips

## Before Interview

- Research employer, industry and role
- Develop bank of examples how you meet job spec
- Practice typical interview questions out loud

## During Interview

- Good first impression
- Show interest in working for them and in the role
- Be specific and give detail in your answers – do not waffle and don't be vague
- Use the CARR technique with your examples and competency based questions

# Useful Resources

[\\*www.tudublin.ie/careers](http://www.tudublin.ie/careers)

- Students and Graduates section
- Getting ready for Interviews

[\\*www.gradireland.com](http://www.gradireland.com)

