

LOVE YOUR CAREER



**SUCCEED AT
INTERVIEW**

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Webinar content

1. **Why interview & what employers are looking for.**
2. **Three key tips for success.**
3. **What to do after the interview.**

An interview is Your chance to.....

- Elaborate on what you have on your CV and highlight your interest and motivation in the role.
- Convince the recruiter of your suitability for the role, and how you are different from other candidates.

What the employer wants to know:

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?

Three key steps



PREPARE



PRACTICE



PRACTICALITIES

Preparation

80% of questions are predictable!

Understand the organisation/sector

You will need to demonstrate your knowledge of their business or organisation. What is their mission? Their culture/ethos/values? What is their current focus? What are their major projects? Who are their competitors? What are their products/services? Recent innovations & developments? Have you used it? Do a demo!

Understand the job

Identify the specific requirements and skills. If you have a Job Spec, review it! If you don't have a Job Spec try & identify what skills/experience are generally required for similar roles. Speak to someone doing a similar job to learn more about what it entails.

Know what you want to get across

Know what you want them to know about you!! Tell them how you will match the skills they need with examples and stories, and then include your added value. Be ready to tell them why you are there – critical to highlighting your motivation is knowing why you want this job in the first place!

Key research tools for organisation/sector

Internet- Google Alerts,
Company Website,
Press Releases,
LinkedIn, Twitter,
Glassdoor.

Library- Company Databases e.g.
FAME, Mintel, Passport, Product
Launch Analytics Business Source
Complete.

People- Speak to someone who works there!
Career Dev Centre. Academics. Others who
interviewed there.

Know yourself!!

- What attracted you to the role? Why did you apply?
- Why this Company/this Organisation?
- How do you fit in with Company's Goals/Mission/Purpose.
- How do your values align? (This will help you figure out if you even want the job!)
- What are your key skills/experience for this role – do a Skill Analysis matching you to the Job Spec/What you know about the company.
- What 'Value' can you add? What will you bring e.g. motivation/energy/skills/ideas/experience.
- What is your Unique Selling Point/Why you? What differentiates you?
- Why did you choose to study XYZ?
- Why did you choose TU Dublin?

Self-awareness resources

- ❑ **Profiling for Success - Types Dynamics Indicator (personality assessment) or Values-based Inventory of Motivation.**
- ❑ **Client Code: tflhe | Access code: dublinit | Password: dub2010 www.profilingforsuccess.com.**
- ❑ **What job would suit me? (Matching exercise to identify skills, motivations, interests) www.prospects.ac.uk.**
- ❑ **Skills & interests assessment - www.careersportal.ie.**

Skills analysis

Area	Skill	Some prompts – elaborate with specifics
College	Examples: <ul style="list-style-type: none">• IT• Communication – presentations and report writing• Research	Course projects Assignments Student activities –course rep?,
Any work Experience you have		Work placements Volunteering Freelance Temping
Interests/Outside activities		Sport, leisure, clubs, Passions, Community Charity

Question types



Competency
**(Situational/Behavioural/
Scenario)**



**Self-awareness &
Motivational**



**Technical/Knowledge/
Viewpoint**

Motivational



- Why did you choose your course?
- What type of work environment energises you?
- What have you enjoyed about third level?
- What would projects would you prioritise during your first month in the role

Self-awareness



- Describe an achievement you are proud of and why?
- How would your best friend describe you?
- How do you manage competing demands?
- How do you handle criticism?

Technical/ Knowledge/ Viewpoint



- What is your knowledge of changes made to Health & Safety legislation this year?
- What are sources of contaminants in water?
- What do you consider to be the biggest challenge facing the accounting profession today?
- What recent innovations have most impacted the logistics sector?

Competency (Behavioural/ Scenario/ Situational)



- Tell me about a time when you coped with a conflict in the workplace?
- Describe a situation when you had to plan a large-scale project?
- Are there situations when you have had to innovate and adapt to changing circumstances to bring a project to a successful conclusion?



- These questions allow you to highlight your skills by using a previous experience which showcases those skills in action.
- These questions are very suited to advance preparation as you can sometimes use the same experience to showcase a range of competencies.
- The job spec will help you identify competencies & prepare
- The CARR technique will help!

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.

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

Can you give me an example of a time when successful collaboration improved results for you?

Context: Advertising revenue was falling off for my college newspaper, the TU Dublin Times, and long-term advertisers were not renewing contracts. I was asked to address the crisis with an innovative solution, devise a plan, and ensure it was executed successfully.

Action: I compared circulation of the TU Dublin Times with other ad media in the area. Once I had this information, I designed a new promotional package to encourage more advertisers. I also set up a special training session for account executives with a School of Business Professor who discussed competitive selling strategies.

Result: We signed contracts with 15 former advertisers for daily ads and 5 for special supplements. We increased our new advertisers by 20% over the same period last year.

Reflection: Before beginning the design of the promotional package I could have done more informal research and spoken with industry peers re their own experiences. Nonetheless, I was still very pleased with the outcome.

Do You Have any Questions???

- The Organisation
- Expansion, New Services, Products
- Work and Training
- Formal training programme; duration; reporting structures
- Related to topics covered in interview
- Returning to something asked shows you were listening and reflecting
- Chance to offer new information or summarise and offer one last pitch on your value
- Clarify/go back to something that came up in their questions
- Achievements
- Other relevant experience

Practise

- Identify & memorise your **unique selling points** & be keen about getting those across to the interviewer.
- Rehearse the key points you want to get across about your skills & experiences. Practise telling your **'CARR' scenarios**.
- Do a **mock interview** with an objective friend, colleague or Careers Adviser.
- **Video** yourself so you can hear/see how you sound and act throughout the interview.
- **Don't learn off answers**, it is important that you be yourself and talk naturally.

Some questions to prep & practice

- Tell me a bit about yourself – prepare well for this opening type question.
- Why did you choose to study in TUDublin.
- What have you enjoyed most about the course.
- What is the most difficult aspect of the course for you.
- What are you most proud of?
- What is important to you in a job?
- Outline 3 of your key strengths and one area you would like to develop?
- What do you think of our website, how do you think we could make it better?
- I'm interviewing 6 more people today for this job. From what I've seen everyone is really good, why should I choose you?
- In line with EU driving regulations, we're going to introduce driving on the right hand side of the road, how would you go about that? (*you don't have to know the answer, just a few ideas as to how you might start – creative problem solving*)

Practicalities:



**PREPARE AS
FOR A FACE-
TO-FACE
INTERVIEW.**



**DRESS
PROFESSIONALLY**



**SPEAK
CLEARLY
AND NOT
TOO FAST.**



**HAVE YOUR
CV & NOTES
NEARBY.
DON'T READ
FROM THEM
THOUGH!!**



**BE
ENGAGING.**



**HAVE A
GLASS OF
WATER TO
HAND.**

Preparing for Video Interviews



IT Checks



**Room/Environment
Checks**



**Otherwise
prepare as you
would for a
'regular'
interview**

IT & environment checks

- Download and familiarise yourself with the platform well in advance e.g. Zoom/MS Teams/Skype etc.
- Ensure your internet connection is stable & your laptop/pc is charged/plugged in!
- Check that your computer's audio is working.
- Test your computer's webcam.
- Close any unnecessary web browser tabs and applications.
- Find a quiet, private space, free from possible interruptions.
- Lighting coming from behind is not good – lighting coming from behind your laptop/PC is preferable. Natural light is best.
- A neutral, not distracting background is best.
- Phone on silent!

Video interview – set-up



Elevate camera so you are not looking downward.



Do a check to see how your video looks.



Push the camera back a bit to frame upper body.



Sitting at the edge of a seat makes you look straighter but remember to be comfortable so that you are not distracted.



After the interview

- **Reflect: Make some notes immediately – who interviewed you, how did you feel, what went well, what did you feel could have gone better**
- **Send a ‘thank you for your time’ email within 48 hrs**
- **If you don’t hear within the indicated timeframe send a courteous email inquiring as to when you might expect to hear**
- **If you don’t get the position, ask for feedback and consider what you may learn from the experience**

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Infinite Possibilities

Thank You!

Visit for resources: tudublin.ie/careers

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