



Turn your degree into a career with industry with aligned training in technology, banking and business.

Interview & Assessment Preparation

PREPARING FOR A PHONE INTERVIEW

- Know which number to expect the call on and ensure you're in a quiet room that won't create an echo with your voice. Check that you're in an area with strong signal/coverage.
- Answer the phone in a professional manner such as "Hello, this is [Your Name]" and make sure to have a professional voice message set up just in case you miss the call.
- Smile and stay focused! Studies show that people who smile during a phone call come off more energetic and enthusiastic to the person on the other line. Also stay focused and avoid multitasking as it'll often make you sound distracted or disinterested.

PREPARING FOR A VIDEO INTERVIEW

Sound

- Having good sound quality is just as important as a good video. Make sure you have a good microphone, are in a quiet setting, and aren't in an empty room that will create an echo.

Location

- Create a background that's free of clutter and distractions but is more interesting than a white wall. Make sure that the camera is at head height, and that you look at the camera when speaking to the interviewer. If this isn't possible due to camera location, we recommend letting the interviewer know this.

Lighting

- Good lighting makes a huge difference. If it's daytime, try to use the natural light in front of you, if nighttime, use a lamp. Try to avoid light from behind, above or below your face as it can cast awkward shadows.

Connection

- A good internet connection is key to a good video interview. Before starting, make sure you aren't downloading anything and ask members of your house to avoid any activity that could strain the connection

You

- Make sure you take this seriously, dress up and interact as if it is an in-person interview. Also DON'T multitask in ways you wouldn't if you were in person – it's more obvious than you think. If you're not using your phone for the call, it should be on silent and out of sight so that you're not distracted.

PREPARING FOR AN ONLINE ASSESSMENT

This step in the recruitment process is to complete an aptitude assessment via our assessment platform HireVue which you can access via a link we will send. The assessment has 10 questions and you'll be evaluated on your math and problem-solving skills. The assessment should take around 45 mins to an hour to complete. Please note you will also receive guidance notes once you log in to HireVue.

WHAT RESEARCH YOU SHOULD CARRY OUT

- Research Wiley Edge and familiarize yourself with their history and the areas they operate within.
- Make sure you understand Aspire Programme by asking questions to your Talent Representative!
- Look into the company's core values and think about how you can relate to them.
- Research current technology news to highlight your motivation for the industry
- Really think about why you would benefit from joining the Aspire Programme and try to make that clear to your Talent Representative

HOW TO STRUCTURE INTERVIEW ANSWERS

The interview is there to confirm that you have the right knowledge, passion and drive to be successful during the Aspire Programme.

Indeed Jobs states that many employers use competency-based interviews to determine whether a potential employee has specific skills related to a position. This is especially common in the early interviewing process and is usually done by asking several competency-based questions. These prompts allow interviewers to quickly determine how a candidate would handle a certain situation and the behaviors they would demonstrate in different scenarios.

The STAR method is an acronym for four key concepts used to answer competency-based questions. By employing all four steps, the candidate provides a comprehensive answer.

Situation	Task	Action	Result
<ul style="list-style-type: none"> • Describe the context within which you performed a job or faced a challenge at work • For example, perhaps you were working on a group project, or you had a conflict with a coworker. This situation can be drawn from a work experience, a volunteer position, or any other relevant event. Be as specific as possible. 	<ul style="list-style-type: none"> • Next, describe your responsibility in that situation. Perhaps you had to help your group complete a project within a tight deadline, resolve a conflict with a coworker, or hit a sales target. 	<ul style="list-style-type: none"> • You then describe how you completed the task or endeavored to meet the challenge. • Focus on what you did, rather than what your team, boss, or coworker did. (Tip: Instead of saying, "We did xyz," say "I did xyz.") 	<ul style="list-style-type: none"> • Finally, explain the outcomes or results generated by the action taken. • It may be helpful to emphasize what you accomplished, or what you learned.

INTERVIEW QUESTIONS

Below are interview questions to think about when preparing for your Aspire Programme interviews:

1. "Can you tell me a bit about yourself?"

This question, usually the opener, tops the list of typical interview questions. It is incredibly important, as you can provide the interviewer with a great first impression. Preparation is key, but your answer must not sound rehearsed. Focus on your skills, characteristics, and successes, and how these enabled you to successfully become part of the Wiley Edge Aspire Programme.

Keep your answer short, sweet and straight to the point. Generally, you should begin with an overview of your academic background and your greatest achievements throughout, before running through your professional experience and giving examples of the skills that you've developed throughout your training period.

2. “Why do you want to join the Training Programme?”

Demonstrate that you've researched the Programme by discussing the skills and interests that you would have seen from the adverts, and from what we will have told by your Talent Representative about the what you will be learning and what career support you will be receiving.

Draw upon what you enjoy; use examples from University or any or extra-curricular life that suggest you are strongly motivated for the role and can relate closely to the client. Tell the interview what aspect of the Programme excited you most. Again, you can relate to the core values of Wiley Edge and The Software Guild.

3. “What are your strengths?”

Pick three or four attributes desired by the interviewer in the Aspire 1000 scholarship advert; teamwork, leadership, initiative, and lateral thinking are good examples. Whichever strengths you pick, ensure that you can evidence them with examples.

THINGS TO THINK ABOUT

- Speak with confidence, as you will always be the best person to speak about yourself!
- If you don't know the answer to a question, inform the interviewer that you've not been exposed to it before, but take an educated guess based on your knowledge - ***problem solvers will always give it a go, trying and failing is better than not trying at all***

IN SUMMARY

- Preparation is key!
- It's important to build a rapport with your interviewer
- Be ready to discuss every aspect of your resume
- Have questions prepared
- Ensure you highlight an interest in joining the Wiley Edge Aspire Scholarship

Good luck!