

Interviews Workshop



Recruitment Process

Application to Offer

Screening & Selection

CV

Cover letter

Speed Networking

Interview stages

Technical tests

Problem solving/personality tests

Telephone interview

Face to face interviews

Assessment centres

Video

Job Offer!

HR interview

Verbal offer

Offer letter & contract of employment

Onboarding Process
(references, financial etc)

Start date



Do your homework!

- **Research the company**
 - tech stack, products, apps, website, code
 - culture, size, company milestones, people
- **Analyse the job description / advert**
- **Prepare some answers**
 - think about your key challenges, successes
 - learnings, failures, motivations
 - practice your STAR examples
- **Think about relevant and revealing questions**
 - what do you want to find out about?





Interview Day

- Be prepared
- Be punctual!
- Dress appropriately
- Be professional
- Take a notebook and pen



Typical Questions

- Why change career?
- What attracted you to a career in coding?
- What's been your biggest challenge in CodeClan?
- What attracts you to this role/our company?
- What skills/experience can you bring?




Telephone Interviews


- **Find somewhere quiet**
 - (with phone signal)
- **Be prepared - is it technical or HR?**
- **Convey personality and enthusiasm - smile!**
- **Think about relevant questions, things you want to know**
- **Take notes**



Aimee Bateman - Careercake

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Great Questions To Ask The Interviewer
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Aimee Bateman gives you questions for you to ask the interviewer at the end of your interview. Questions that will impress the recruiters!
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Competency Based Interviews

What is a job competency?

Competence is the ability of an individual to do a **job** properly. A **competency** is a set of defined behaviors that provide a structured guide enabling the identification, evaluation and development of the behaviors in individual employees.



Job Competencies - Examples

- Analytical Skills
- Problem Solving
- User/Customer Focus
- Delivery Focus
- Motivation
- Adaptability
- Goal Orientation
- Communication
- Decision Making
- Quality Assurance
- Initiative
- Relationship Management
- Resilience / Reliability
- Responsibility
- Organisation
- Teamwork/Collaboration
- Team Management/Leadership
- Written Communication

Competency Based Interviews

The STAR Technique



PREPARE

Listen carefully to the question and think of an event. Take a few seconds to ensure you have the best example you can. Don't rush it.



SITUATION

Describe a specific event or a situation that you were in. The who, what, where, when etc.



TASK

Explain the task you had to complete, highlighting any specific challenges or constraints e.g. deadlines, issues or costs.



ACTION

Describe the specific actions that you took to complete the task. These should highlight desirable traits the interviewer is looking for.



RESULT

Close with the result of your efforts. Include figures to quantify the result if possible.

And remember, do not think of new details as you answer. Say what you had planned for and end.

S-T-A-R

- **Situation:** give the interviewer a context by describing the situation.
- **Task:** what was **your** goal?
- **Action:** tell the interviewer what **your** specific actions were **(spend most of your time on this!)**
- **Result:** the end result - make sure it shows **you** in a good light, even if the overall project was not a success.

Competency Based Interviews

- Testing your competencies through storytelling and behavioural evidence
- Indicates how you will perform in their role through evidence of your previous experience / approach.

Tips for competency-based interviews:

- Before you arrive at the interview, ***pick out the key skills*** highlighted in the job description.
- For each one, have a pre-prepared example of ***how you've displayed that attribute***.
- ***Use a wide variety of examples*** where possible, including during school or higher education, any previous employment or work experience, and in your daily life in general.
- Don't lie. They will ask you questions about the subject, and any embellishments you've made will be quickly found out.
- Don't try and think on your feet - it's OK to pause!



Competency based questions

Let's practice...



- ❖ 1 interviewer
- ❖ 1 candidate
- ❖ 3 questions each
- ❖ Limit your time (5 mins per question)

Competency 1 : Teamwork

Question: *Describe an example of a positive teamwork experience and the role you played in it.*

Response should demonstrate:

- Evidence of a team goal / project
- Actions taken by YOU to contribute towards the goal
- Your perceived added value towards the team - and how YOU contributed
- End result

Score: STAR points

Competency 2: Communication

Question: *Can you describe a situation where you had to communicate with a stakeholder / customer to convey an idea or solve a work problem?*

Response should demonstrate:

- YOUR abilities to communicate effectively (listening and verbal)
- Use of appropriate work related examples
- Your perceived added value towards the goal - and how YOU contributed
- End result

Score: STAR points

Competency 3: Problem Solving

Question: *Tell me about a situation where you had to solve a difficult problem.*

Response should demonstrate:

- YOUR abilities to describe and understand the problem
- How YOU approached the problem to find or suggest a solution
- Your perceived added value towards the goal - and how YOU contributed
- End result

Score: STAR points



Summary

Keys to Success

- **Preparation – do your homework**
- **Address the logistics - location/time**
- **Authenticity – speak from the heart**
- **Ask questions – be interested/positive/demonstrate commitment/willingness to learn**
- **Attitude and aptitude – valued by employers**



Mock Interviews

Schedule with your instructors:

- **Individual technical/soft skills question (20 mins)**
- **Competency based questions and feedback**
- **This is good practice - a safe to place to start interview preparation**





Questions?

Next Steps: Mock Interviews