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## The Interview

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**After reviewing your application form and CV/resume, we may invite you to undergo an interview with one of our recruiters.**

Taking place either face-to-face or over the telephone, this is your chance to tell us about your achievements, the challenges you've faced and how you've demonstrated the qualities we're looking for. We'll also ask you to analyse the issues surrounding a contemporary topic.

Whether you're interviewed in person or over the phone, it is the content of your responses that is important. The only thing you'll need to do differently is to make sure that you either arrive at the venue with plenty of time or find somewhere quiet for your telephone interview.

At the end of the interview, you will have the chance to ask us some of your own questions, so make sure you think about what you want to know.

### Some general tips for successful interviews

While we can't tell you too much about what to expect from the Shell interview specifically, it is possible to provide some general advice about the kinds of things to consider if you want to perform well in interviews. (Remember, the following does not relate specifically to the Shell interview.)

**Preparation** – extremely important before any interview. Consider the following possible steps:

- Find out about the organisation (from its website, company reports, current employees etc.)
- Think about your experiences and achievements (academic and non-academic) breaking them down into the qualities you demonstrated and the challenges you faced
- Plan answers to some of the questions typically asked at interviews (see below)
- Make sure you know where you're going so you can arrive with plenty of time to spare

### Typical interview questions (non-specific to Shell):

- Why have you applied to us?
- What do you know about our business?
- What qualities/skills do you have which make you suitable?
- If you haven't graduated, what result are you expecting for your degree?
- Could you explain the details of your project?
- Tell me about your involvement in ... (e.g. a student society)
- I see you have spent a vacation working – what did you learn/achieve?
- Can you provide an example of when you led or worked in a team?
- Please tell me about a time when you were under great pressure? How did you cope? What was the outcome?
- Where do you want to be in five years' time?

**Some interviewers like posing problems, e.g.:**

- A person in your team is disrupting production. How would you approach them?
- The quality of a product is causing complaints from some customers. What would you do?

**Golden rules for answering interview questions:**

- Speak clearly, confidently and slowly
- Don't try to answer a question that you have not understood - ask for clarification
- Talk openly and with enthusiasm about your achievements, but don't overstate them
- Keep your answers relevant to the question
- Don't pretend to know something that you don't
- Try to be yourself. Show sincerity and enthusiasm, but avoid being too serious

**Your questions** – will to an extent depend on what you've already covered in the interview. Here are a few possibilities:

- What training do you offer graduates?
- What would be a typical career pattern for someone entering this career?
- What are the things that you enjoy about working for this company?
- Is it possible to change job roles?
- Are there opportunities to work overseas?
- When can I expect to hear the outcome of this interview?

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