

UNIVERSITY OF THE
WEST *of* SCOTLAND

UWS



DREAMING / BELIEVING / ACHIEVING
A 21ST CENTURY UNIVERSITY

First Impressions Count

Interview Skills Workshop

Presenter: Nigel Royle

Follow up from last week

- Identify at least
5 Stages in Recruitment

- On line Application
- CV and cover letter
- Telephone interview
- Psychometric test
- Security vetting
- Skills test
- Assessment centre
- Face to face interview
- Presentation

Purpose of Workshop

- To look at why employers interview
- To help you prepare for interviews
- To explain the different types of interview
- To consider possible questions and the best way to answer them

Why Employers Interview

- To get an impression of you and your personality
- To determine how well you communicate
- To discuss your application form/CV
- To decide on your suitability for the job
- To check if you will contribute to/fit into an existing team
- To find out if you have researched the company/job
- To allow you to ask relevant questions

Did You Know?

- 92% of employers use interviews as a selection tool
- Typically employers make up their minds in the first five minutes of the interview process
- Employers' impressions are made up in the following way:
 - 58% body language and image
 - 33% tone of voice
 - 9% what you actually say
- Not all interviewers have been trained to interview

Types of Interview/ Other Selection Methods

- **Interviews**
 - One to one
 - Panel
 - Telephone
 - Group
 - Competency based
 - Strengths
- **Presentation**
- **Assessment Centre**
 - Incl group activities, role play, written exercise
- **Psychometric Testing**



Preparing for a Successful Interview

- Research the company and the job
- Identify how your skills/strengths match the job
- Consider potential questions and rehearse answers
- Plan your route to interview
- Think about what to wear
- Use stress busters



Night before...



Making an impression

- One chance only
- Three elements to making an impression:
 1. your appearance
 2. what you say
 3. how you say it



Your responses

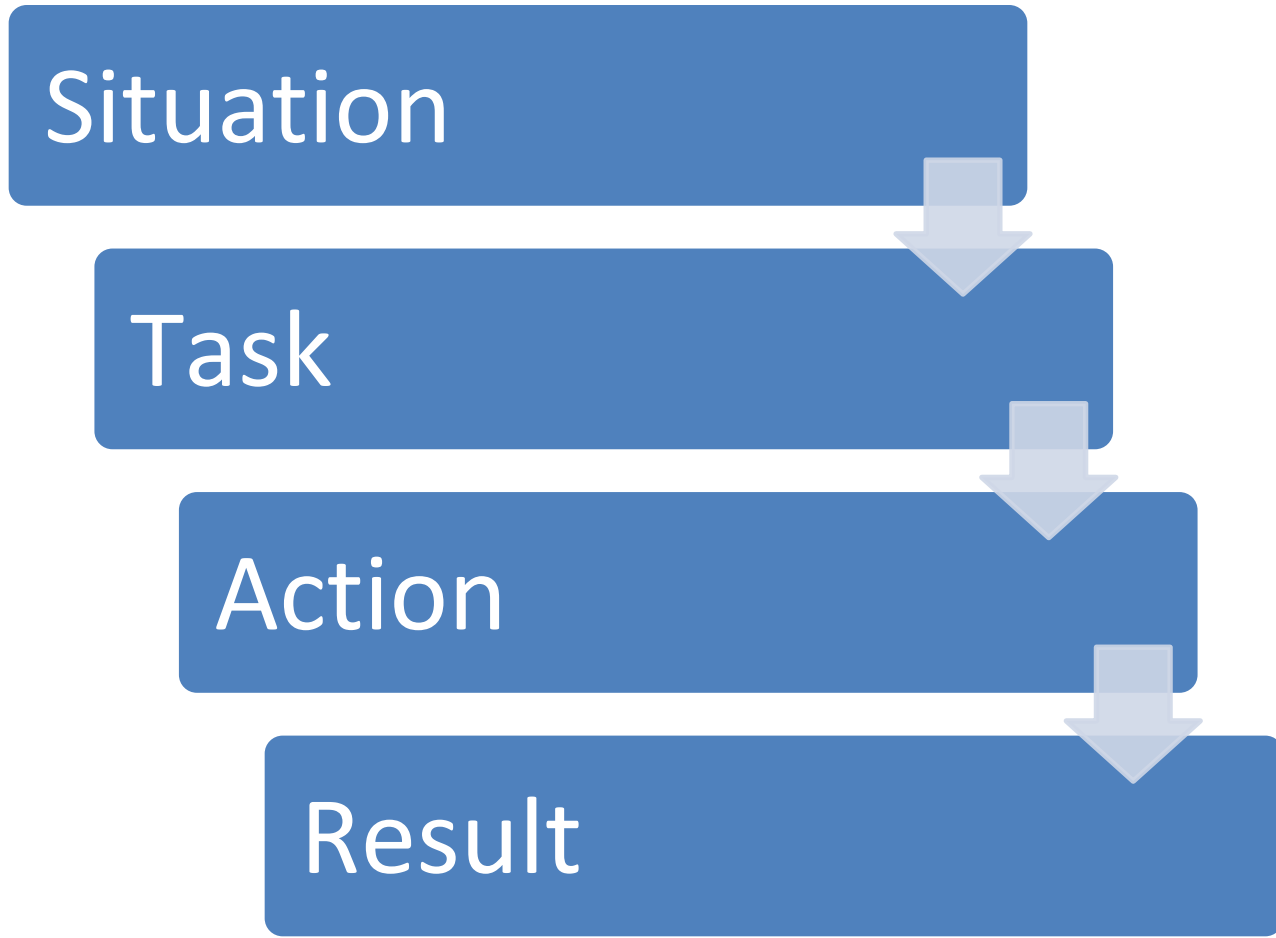
- Reflect before you speak
- Answer questions fully keeping to the point
- Avoid one word responses (yes/no)
- Always give evidence to back up
- Stick to the positive even when talking about weaknesses.
- Demonstrate any knowledge you have about the job or company

How you say it

- Motivated and enthusiastic
- Confident and assured
- Reflect before speaking
- Speak clearly and avoid stalling
- Vary the tone
- Smile from time to time



Use “STAR”



Three Simple Questions

Can you do this job?

- or for a new graduate - do you have the potential to do the job?

Will you do this job?

- motivation, interest, personal organisation

Will you fit in?

- with the team, the organisation

Question Categories

- Technical questions
- Competency questions
- Motivation questions
- Strengths/weaknesses
- What would you do if
- industry/company/market/issues

Questions you can ask at an interview

- Relevant questions based on research you did on the company
- Questions about working practicalities
- Sensible technical questions about eg software or hardware, working methods
- Questions about opportunities for your own development and progression the job

Make sure:

not already been answered
they are logically put
they are relevant

Don't ask about:

Salary other benefits
Confidential or
commercially sensitive
information
If you got the job



Examples

- What are the core working hours?
- How do you assign or schedule tasks? Who gets to decide who does what and estimates time?
- What's the career path for this job? How do I get to progress? What is the process for promotion?
- What training approach do you use? How would I learn new skills?
- Are there any specific development processes used here, for example ... ?
- Who would I report to?
- If I'm hired, what is the next game I might work on? How much input would I have on that?



Hints and Tips for the Big Day

- Be punctual and switch off your phone
- Listen actively to the questions
- Provide relevant and concise information
- Don't criticise current/previous employers or colleagues
- Let your enthusiasm and sincerity show
- Be positive, confident and relax

After the Interview

- Take a note of the questions and your answers
- Write a thank you letter/email
- Ask for feedback
- Unsuccessful? Keep going!
- Successful? Well done!

Contact:

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Drop ins Monday 12 – 12.30 - Student Hub

Appointments bookable on line:

www.uws.ac.uk/careersandskills

Also check or student and graduate jobs site

