



The interview Process - 1<sup>st</sup> round Interview: (telephone or face to face.)

**The first stage of the process is based on finding out more about you;**

Who are you? Will you fit into the company? What have you done that makes you right for this job?  
What do you want to do, now and in the future?

**To find this out, they will discuss your CV:** Your reasons for leaving roles? What you are looking for in your next role that you are not getting with your current employer? Why do you want to work for this company?

**Pointers:**

- They will ask lots of open questions to get you talking:
- Make sure you give full, open answers, not just Yes and No, but give examples
- Speak CLEARLY: (at a good volume and a constant speed, not too fast!)
- Speak SIMPLY: (not too many technical terms)

**Competency based questions:** These are often used in HR interviews to get as much information as possible, of how you deal with situations and your own experiences. They will often use questions like “tell me about a time when you” or “give me an example of” this means they want to know what you have done, not what you would do!

*(If you can't think of a personal experience, give them an example that isn't work related, maybe for a Teamwork related question; tell them about an experience you had with a sports team. For a problem solving issue talk about a personal experience that is relevant)*

#### GIVE RELEVANT INFORMATION

To do this think of the Question and apply the **STAR** technique: This will give your answers structure

- **S:** Situation – Explain which company, project and your role.
- **T:** Task – What did you have to achieve/overcome
- **A:** Action – What you did (as an individual as well as a team)
- **R:** Result – The outcome, (this can be successful or not)

They want to hear what **you** (personally) did in each scenario, so make sure you use terms like “I was responsible for...” and “My role was to...” e.g.

“At Simon James IT I was working as Head of Talent Acquisition. **(S)** My role was to arrange and prepare a candidate for interview **(T)** so I confirmed the details over the telephone; I followed this with an email and included some preparation notes and tips to help the candidate. **(A)** the candidate knew when and where the interview was, what they had to do and how to do it, the candidate was successful and got offered the role **(R)**.”

#### **BE PREPARED!!**

- **The Job Spec** – a good point of reference for skills to discuss
- **Your CV** – This is what the interviewer will be reading during the interview
- **A Pen and Paper** – To make notes of anything
- **A Smile** – If you sound happy you will come across as confident and the interviewer will enjoy the interview more, giving you a better chance, even on the telephone

Good Luck.