

Be INTERVIEW-WISE WORKBOOK SUPPLEMENT

Exercise 1: Answering the basic questions

Where is my career going?

- What chance do I really have at this upcoming interview?
- Why have my previous interviews failed?
- Do I know what makes me an effective performer at interview?
- What will the interview achieve?
- What is interviewer really looking for?
- What will I get out of the interview – whatever the result?

Exercise 2: REVIEWING the LAST YEAR at WORK

Your Ultimate Career Goal:	
Your role	
Level	
Salary	
Type of work you would like to be doing	
What will help me get there	
What do I need to organise (training, development, experience etc.) to get me there?	

Exercise 3: Review your last year at work: Major projects and achievements.

What did you do? What did you learn?

QUARTER	WORK	LEARNING New knowledge, skills, attributes
1		
2		
3		
4		

Exercise 4: Matching your experience to Competencies
Start your own list....the first example is free!

Competency	Sample Questions	Proofs
Leadership	What experience do you have of leadership?	5 years in my current role –teams are typically 6- 10 persons

Exercise 5: PROMOTION INTERVIEWS:

New versus old Job What's the Overlap, What's the Difference?

KSAs = Knowledge, Skills, Attributes

	Current Job	Promotion
Common Items (KSAs)		
KSAs to be expanded by retraining or other forms of learning		
New tasks on promotion		
Tasks to be left behind in going to new role		

Exercise 6: IDENTIFY SUPPORT THAT YOU PROVIDE FOR OTHERS

<p>What people rely on you in some way?</p>	
<p>For what do they rely on you?</p>	
<p>What skills are you using in supporting them?</p>	

Exercise 7: COMPLETING A 'PAR'

Practice your responses to having a problem thrown at you by completing the exercise below:

<p>P: PROBLEM</p> <p>Tell me about a problem that you had with a difficult client?</p>	
<p>A: ACTION</p> <p>What were the main actions that you took in that situation?</p>	
<p>R: RESULT</p> <p>What result did you achieve?</p>	

Exercise 8: COMPLETING A 'STAR'

Practice your responses to having a problem thrown at you by completing the exercise below:

<p>S: SITUATION</p> <p>Think of a work situation from your recent past that you would like discussed at interview.</p>	
<p>T: TASK</p> <p>What were the challenges within the task and its context?</p>	
<p>A: ACTION</p> <p>What actions did I take? Why?</p>	
<p>R: RESULT</p> <p>What result did I achieve?</p>	

Exercise 9: Generic Questions:

If asked these at interview what would **you** say?

The Question	What You would say (in point form)
1. TELL ME ABOUT YOURSELF	
2. WHAT ARE YOUR STRENGTHS?	
3. WHAT ARE YOUR WEAKNESSES?	
4. WHAT DIFFERENTIATES YOUR FROM ANYBODY ELSE?	
5. WHY SHOULD WE GIVE YOU THE JOB?	
6. WHY DOES JOB INTEREST YOU?	
7. WHAT SALARY ARE YOU EXPECTING?	
8. WHERE DO YOU SEE YOURSELF in FIVE YEARS' TIME?	
9. HOW WOULD YOUR COLLEAGUES DESCRIBE YOU?	
10. IS THERE ANY THING ELSE YOU WOULD LIKE TO ADD?	

Exercise 10: PRESENTATION PREPARATION

At what level do the panel want me to pitch?	
How can I structure the presentation? BEG-MID-END	
How can I make my presentation impactful?	
What will I do to ensure that I relate well to the panel, and not to my visual aids?	
How will I groom?	

Exercise 11: LAST MINUTE CHANGES

<p>What last minute changes occur to, or are prompted by some context change?</p>	
<p>Are they worth making or will they interrupt my 'flow'?</p>	
<p>If they are sufficiently important to include, how will I emphasise them?</p>	

Exercise 12: Reviewing your last interview:

What Worked?

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What needs fixing?

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