How to prepare for Interviews

Motivational Interview Questions

- Focus on positive motivation
- Align your answers to the job description
- Incorporate your life history and personality

- Tell us about yourself
- Why this role?
- Why this organisation?
- Why now?
- Where do you see yourself in 5 years?
- How do you define success for yourself professionally?
- What are you most proud of?
- What are your weaknesses?
- What are your strengths?
- How do you deal with pressure/stress at work?
- What management style best supports your work habits?
- When have you exceeded expectations at work and what was your approach?
- When have you failed, and what did you learn?
- What are your hobbies/interests outside of work?

https://uk.indeed.com/career-advice/interviewing/motivation-interview-questions

Competency Interview Questions (STARR)

- Tell me about a time when...
- Give me an example when...

- **S**ituation (10%) - setting the scene, giving context
- **T**ask (10%) - goal, aim
- **A**ctions (60%) - specific actions that you took
- **R**esults (10%) - outcomes, achievements
- **R**eflections (10%) - what you learnt, would do differently next time

- Communication
- Teamwork
- Working under pressure
- Managing workload and multi-tasking
- Meeting deadlines
- Negotiating/influencing
- Managing conflict
- Leadership
- Problem solving

https://www.totaljobs.com/advice/most-common-competency-based-interview-questions

Preparing for the Interview step by step

1. **Fully understand the organisation you will be interviewing at, organisational deep-dive**
    - How they measure success
    - How they shape up against their competitors
    - What language/phraseology they use
        - Understand what matters to them e.g. strategy doc, accounts. Where is the org headed, what initiatives are they excited about, where are they spending/getting money from - why you want to work there. Copy/paste the report into a word cloud generator to see what stands out. Look for Youtube videos, webinars, news articles.
        - Read equivalent documents from top 2 competitors
        - What are their employees saying on Glassdoor
        - Summarise the above 3 things into a SWAT analysis

2. **Build interview Q&A matrix**
    a. 2 column table:

Expected Interview Questions	**Answer Summaries**
Tell me about yourself / walk me through your CV / experience	
Why are you interested in the position?	
Why are you interested in working here?	
Tell me about a time when you [Competency 1 from Job Description Person Spec]	
Tell me about a time when you [Competency 2 from Job Description Person Spec]	
Tell me about a time when you [Competency 3 from Job Description Person Spec]	
Tell me about a time when you [Competency 4 from Job Description Person Spec]	
What do you think you'll find easy and most difficult in this role?	

Where do you see yourself in 3 years time?	
Do you have any questions for us?	

3. **Practice verbalising answers**
    - Use structure in second column to practice verbalising your answers
    - Do this 4-6 times until bullet points and answers stick in your mind
    - Start with notes in front of you, then in front of a mirror, then in front of people
    - Dance with answers, be fully present, fluid, adapt to the question asked

4. **Anticipate the unexpected**
    - Open up browser tab and type 'World's top 50 interview questions'
    - Open up a second browser and set a random Google number generator 1-50
    - Hit go and whatever number it shows, answer that question on the list

Source: Raj Sidhu https://www.youtube.com/watch?v=8grk_5HMvO4&ab_channel=RajSidhu