



How to be Interviewed

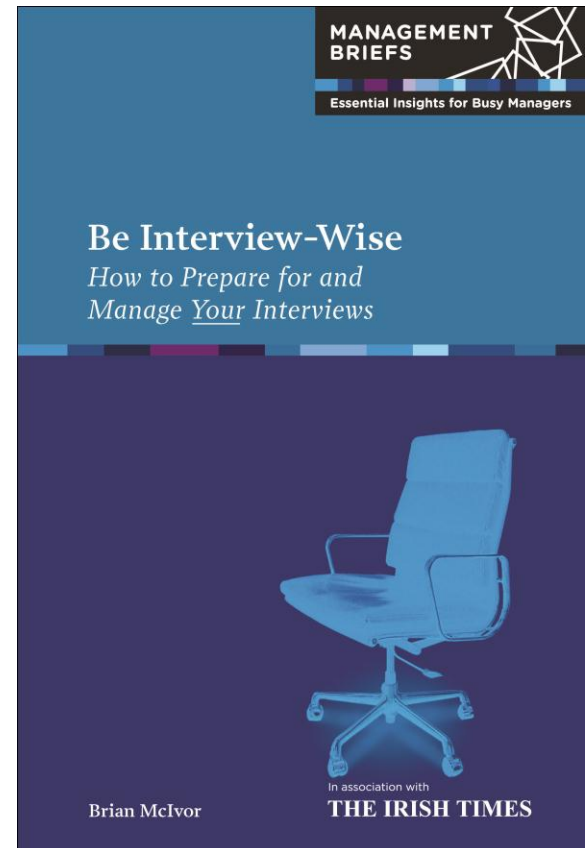
Good Morning and Welcome

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Interview-Wise

Published by Management Briefs



Interviews

Objective:

To help you perform well in job
and promotion interviews



Interviews

CONTENT:

- REVIEWING THE APPLICATION
- HOW INTERVIEW BOARDS WORK
- DEALING WITH QUESTIONS
- DEALING WITH NERVES



Interviews



METHODOLOGY:

- Interactive
- Relevant
- Minimum of Pure Input
- Pay-off for you

Interviews



OUTCOMES:

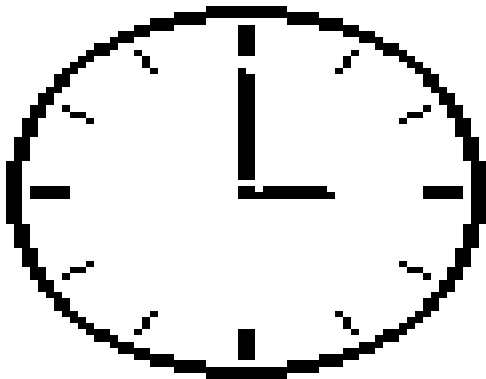
- Reviewed your application
- Identified key strengths
- Identified areas for remedial action
- Techniques for presenting clearly
- Strategies for coping with nerves

What Interview Boards Want

- Can do
- Will do
- Has done already
- Will fit into the Organisation
- – AND CAN PROVE IT!
- *Harvard Business Review Survey found the Organisation fit to be the most important*



10 Commandments for Interviews



- **INTERVIEWS** Happen at **WARP SPEED** or in **SLOMO**
- **Positive Preparation is everything**
- **Interview boards get nervous too**
- **Everybody makes a mistake some time**
- **You have five points to make**
- **Keep it Short**
- **Focus on the Board**
- **Ask not....**
- **Listen**
- **Be Yourself**

The Most Dreaded...

- TMAY
- Strengths and Weaknesses
- Why should we give you the job?
- What makes you different?
- How would your colleagues describe you?
- Where do you see yourself in 5 years time?
- Anything else you want to tell us?



Traditional Interviews

- Education
- Experience
- KSA :KNOWLEDGE, SKILLS, ATTRIBUTES
- ATTAINMENTS
- FIT FOR THE JOB
- GENERAL INTELLIGENCE
- INTERESTS
- DISPOSITION

Competency Interviews

- The Behaviours, Skills and Knowledges a person needs to have to be able to perform effectively in the job.
- Past performance is a predictor of future performance

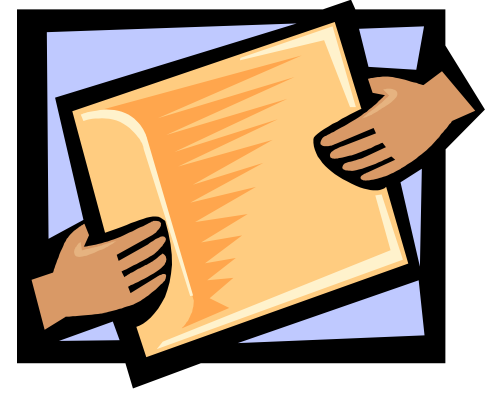


Knowledge



- What do you know about our Organisation?
- What Professional Knowledge do you have?
- What do you know of our industry?
- What Organisational History do you have?

Skills



- What Information Skills do you have?
 - Collection of Data
 - Skills of Analysis
 - Application

Skills



- What People Skills

Do you have?

- Individually
 - Active Listening
 - Persuading
 - Presenting
- with groups
 - Leading
 - Motivating
 - Presenting

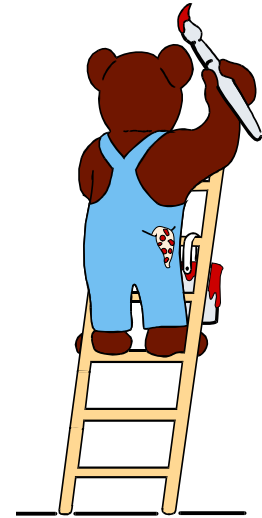
Skills

- What Skills with Things or Technologies do you have?
 - Operating
 - Diagnosing and Repairing
 - Design



Attitudes, Attributes or Traits

- How I use my skills
- How I manage myself – Emotional Intelligence
- Meta Attributes - which distinguish special applicants



Key Competencies

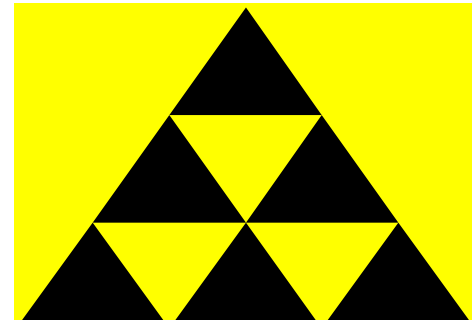
- Technical/Expertise/Business Awareness
- Delivering Results
- Working with Others
- Personal Qualities and Impact

Criteria For General Competence

- Relatively Recent
- High Level
- Clearly Defined
 - Problem
Action
 - Result
- Your role was main agent
- Clearly seen as illustrating the competence

Structured Answer

- **P**roblem
- **A**ction
- **R**esult

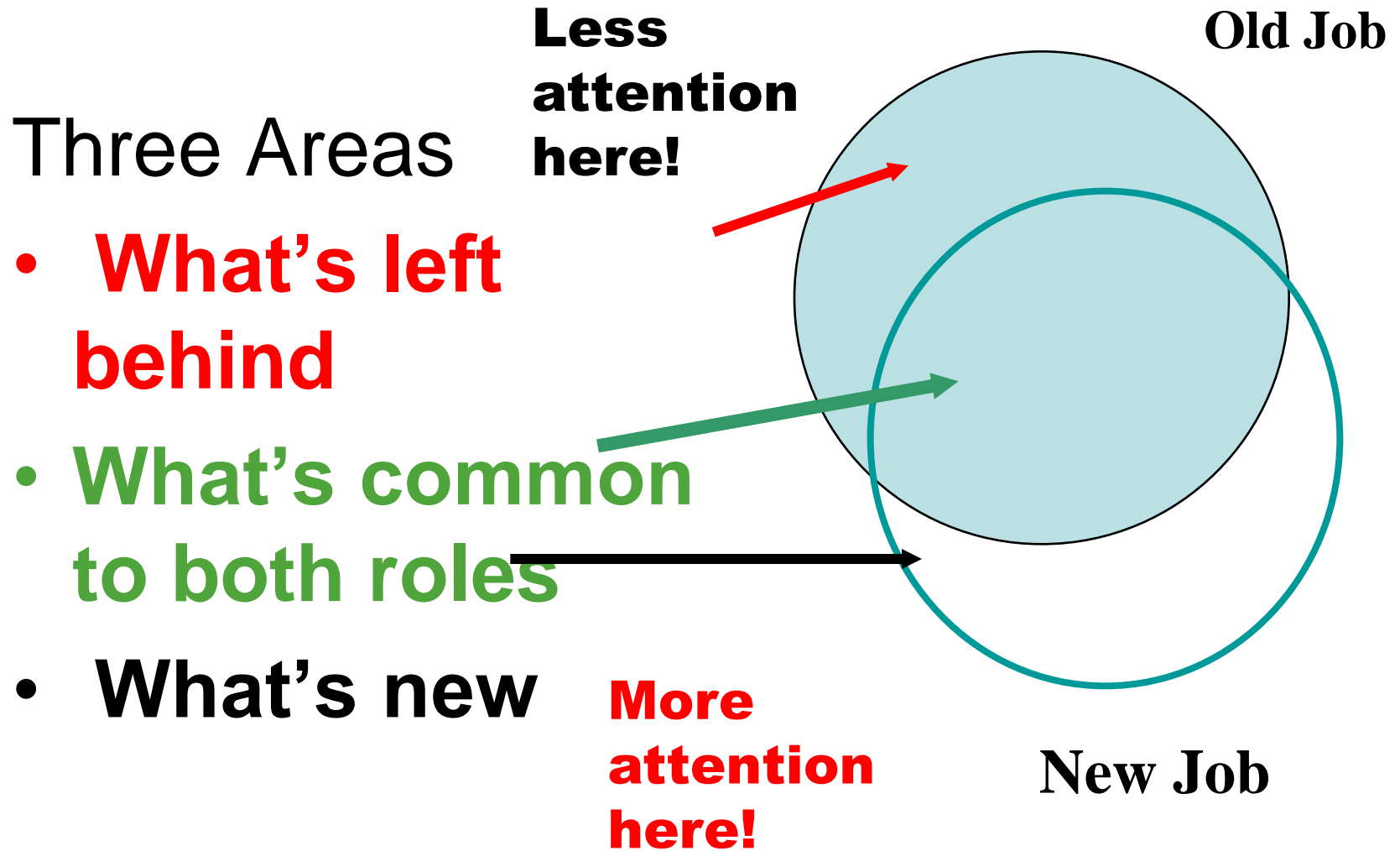


Case Study: Your own Job

- What do you need to know in your own job? To survive?
- What skills do you need to have - with people, with people, with equipment.
- What sort of person do you need to be in the job?



Promotion Interviews



How Interview Boards Prepare

- Meet
- Read CVs
- Discuss the Job
- Establish what they are looking for
- Decide Competencies
- Set Marking Scheme
- Assign Roles
- Agree Rules of Engagement



Stages of Competency Interview

- **E**xplore the Experience
- **P**robe for Proofs
- **O**bserve Outcomes
- **L**ook for Learning
- **A**sk for Applications
 - Historical
 - Situational



What's the Data?

- Achievements
- Experience
- Knowledge
- Skills
- Attributes
- Qualifications
- Relationships
- Motives



DATA @ INTERVIEWS

(1)



THE INTERVIEW is an OPPORTUNITY to....

- **Explore your CV other documentation**
- **Make and prove points**
- **Make your case for the job**
- **Explore your record in detail**
- **Look for gaps**
- **Present new information**
- **Put information in context.**

DATA @ INTERVIEWS

(2)

USEFUL –present yourself using...

- **Action Words**
- **Short Descriptions**
- **Numbers, outputs etc.**
- **Proofs of what is said**
- **Learning**
- **The benefit of you experience**
- **Summaries, Restatements**



DATA @ INTERVIEWS

(3)

NOT USEFUL avoid



- Irrelevant opinions and comments
- Long Stories
- Rushing
- Generalisations
- Misattributions
- Strong Comments
- Inappropriate Language

DATA @ INTERVIEWS

(4)

BEWARE of the FOLLOWING



- Unspecified objects
- Unspecified Verbs (Passive Voice)
- Universals (“Always”)
- Faulty logic (“ it follows that ...”)
- Woolly concepts (“morale is at an all-time low”)

THE INFORMATION PYRAMID

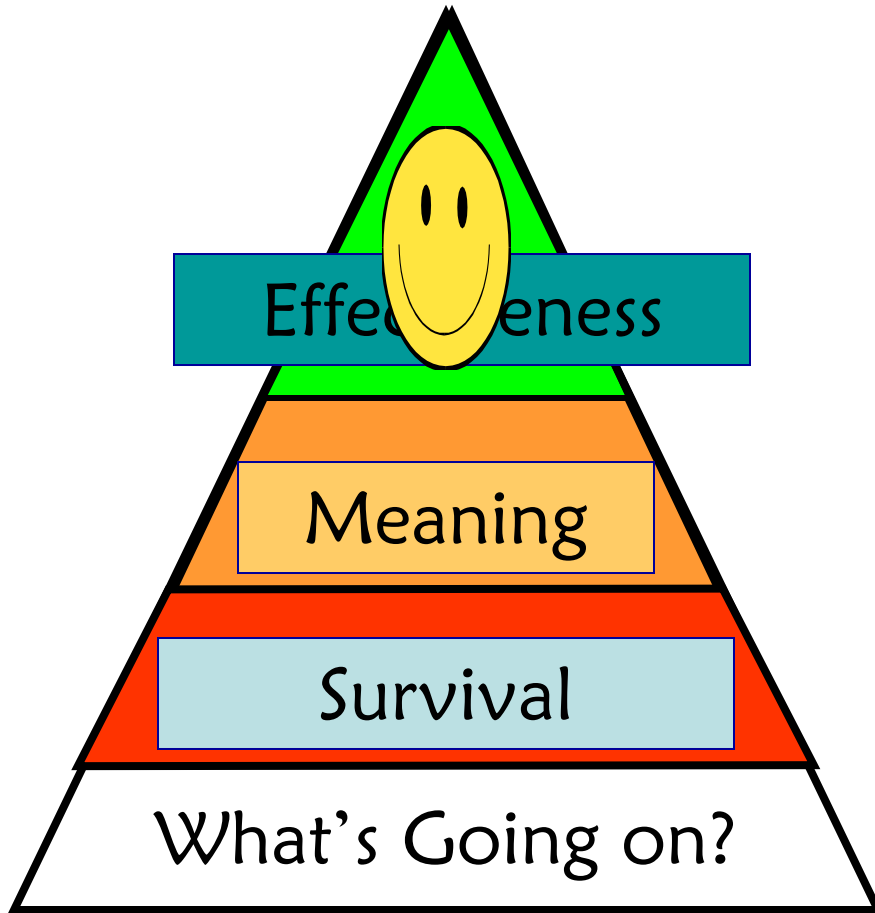
Words & Silence

What's said, What's Left out

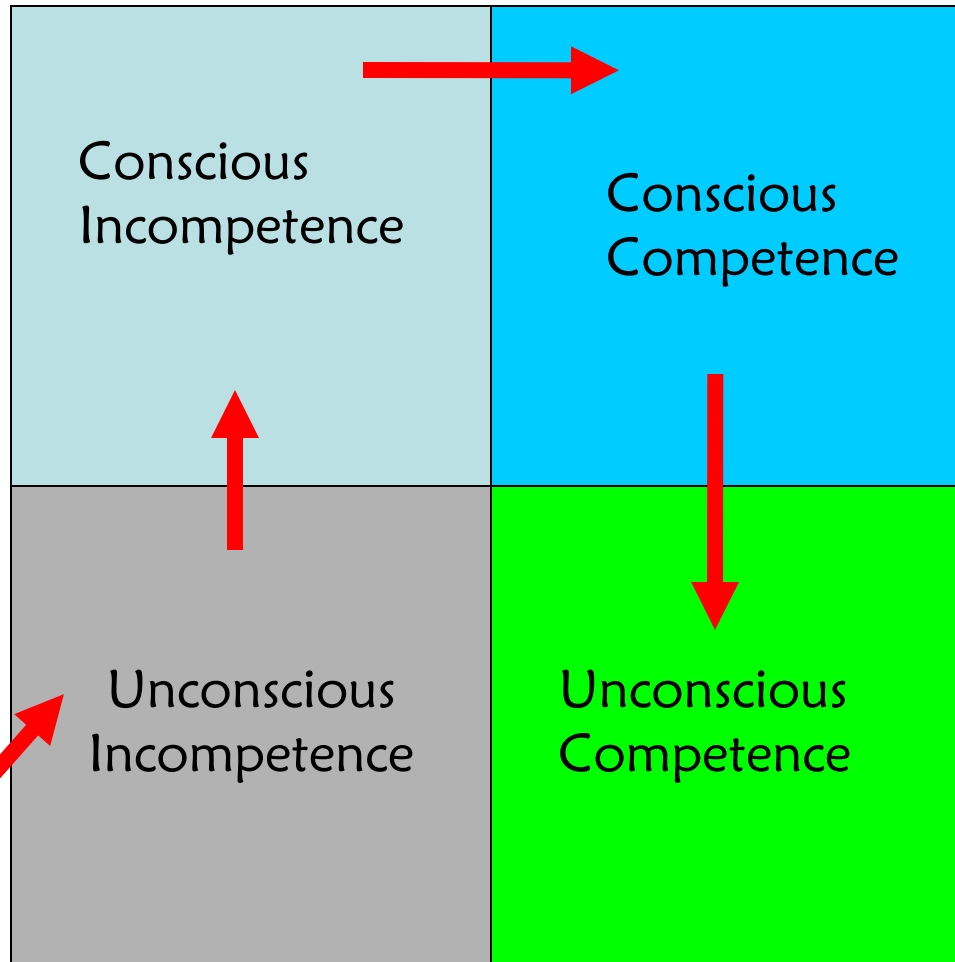
Logic Flow

= How information is connected

WEIGHT & CONTEXT

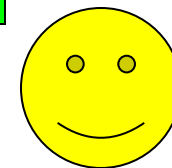


Learning and Unlearning



Start Here

Wisdom!



6 Most Feared Questions

- Tell me about yourself (TMAY)
- Why should we give you this job?
- What differentiates you from other applicants?
- Strengths and Weaknesses?
- Five years time?
- One you most fear?

Why Should we give you the Job?

- Expertise
- Team Player and I work on initiative?
- Motivation?
- Knowledge
- Qualifications

Dealing with Nerves-1

Before the Interview



- Be completely familiar with your CV and the Job Description
- Know how the above integrate and overlap
- Be ready to deal with gaps
- Prepare your case using bullet points
- Be clear on the 5 or 6 points which make your case for the job

Dealing with Nerves-2

Before the Interview

- Give yourself plenty of time to prepare well
- Visualise the interview in a realistic, positive and professional way
- Don't cram in the preparation – leave yourself time to think
- Use meditation, yoga, deep breathing to ground you before the interview
- Be prepared for a late start to the interview
- Ground yourself in the waiting room - Relax



Dealing with Nerves-3

During the Interview

- Make good contact with the Board
- Establish and maintain positive rapport
- Sit well, ground yourself
- Breathe during the questions!
- Take your time in listening to the questions
- Ask for clarification, if you are unsure
- Structure your answers
- Aim to keep answers short
- Visualise the Board positively and constructively



Dealing with Nerves-3

After the Interview

- Wait for results
- When it feels right for you do your own objective assessment as to what went right or wrong.
- Anticipate the feedback session
- Take offers of feedback – listen for the positive feedback and try to identify constructive suggestions for the future.



Telling the Difference

BAD and GOOD FEEDBACK



- Woolly
- Makes you feel bad
- Starts with a shrug!
- Bad before good.

- Clear
- Makes you feel more confident
- Starts positively
- Good before Constructive.

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