

Interview Skills and Practice Workshop Pre-Work

Following feedback we've received about this workshop, we have introduced some pre-work to help you get the most out of the workshop on the day.

Please find below 2 exercises to tackle ahead of the session.

We've provided guidance to support you in doing these. Don't worry if you don't complete them or get them to a place you're 100% happy with, as there will be time during the workshop to practise your answers in a breakout group and receive feedback, which you can use to further improve your answers.

EXERCISE 1

Prepare your answer to the common interview question 'Tell me about yourself'.

OUR ADVICE: We recommend you include some/all of the below in your answer:

- **PAST:** Overview of experience to date (high level).
- **PRESENT:** Your current/last role – what you are/were responsible for and achieved.
- **FUTURE:** What you are looking for next and how this makes you suitable for the role you're interviewing for. Ensure you mention the positives you have to offer, i.e. certain skills, strengths or personal qualities you possess.

Aim to speak for 60-90 seconds and, in the real world, it is crucial you tailor your answer in line with the specific role you are interviewing for.

EXERCISE 2

Prepare your answer to one of the following competency-based questions.

1. Can you share an example of a situation where you've had to resolve a conflict, and how you went about bringing the issue to a mutually satisfactory conclusion?
2. Can you describe a situation where you had to lead a team to successfully deliver a project on time and to budget?

3. Describe a time when you had to deal with a difficult customer or stakeholder. How did you deal with it?

The premise of this type of interview question is that your actions in the past are a strong predictor of how you will behave in the future, so if you can provide examples (evidence) from previous roles, the company gets a good sense of how you will tackle challenges when you join them.

You should prepare your examples in advance of attending an interview and structure them using the STAR methodology below:

