

Interview Practice – Safe To Try At Home!

Instructions: Take turns with a friend asking each other these questions and give constructive feedback back using the tips at the bottom of the sheet. Remember practice makes perfect!!

Hint: Remember the **S-T-A-R**- principle when answering behavioural questions listed below-divide your answer up and walk the reader through by describing:

1. **Situation** – background information eg. *In my final year course "Mergers and Acquisitions"*
2. **Task** – the aims eg. *"we were required, in a team to"*
3. **Action** – what you did eg. *"my responsibility was to research"*
4. **Result** – the outcome eg. *"our project and class presentation were very well received-and we achieved the highest mark in the class of..."*

Examples of questions used in Behavioural Interviewing:

1. Can you tell me about a time when you had to solve a problem in a group?
 2. Can you tell me about a time when you found it difficult to work with someone?
 3. Can you tell me about a time when you took a leadership role?
 4. Can you tell me about a time when you had to work in a team?
 5. Can you tell me about a time when you overcame a difficulty?
 6. Can you tell me about a time when you showed great determination?
 7. Can you tell me about a time when you had to clearly convey a difficult concept?
 8. Can you tell me about a time when you had to be thorough?
 9. Can you tell me about a time when you had to persuade others to use your approach?
 10. Can you tell me about a time when you showed a high level of motivation?
 11. Can you tell me about a time when you had to work effectively with strangers?
 12. Can you tell me about a time when you had to analyse something complicated?
 13. Can you tell me about a time when you had to be flexible with your ideas?
 14. Can you tell me about an innovative idea you have had?
 15. Can you tell me about a time when you work effectively with a difficult customer?
 16. Can you tell me about a time when you had to manage change?
 17. Can you tell me about a time when you had to juggle several commitments?
 18. Can you tell me about a time when you had to prioritise your workload?
 19. Can you tell me about a time when you made a mistake?
 20. Can you tell me about a time when you performed at your best?
 21. Can you tell me about a challenge you enjoyed?
- and
22. Why did you apply for this position? (**hint:** research the company and the job)
 23. What do you see as the key issue at the moment in our industry? (**hint:** research the industry, keep up to date)
 24. Why should we employ you? (**hint:** work out what it is they are after and how you meet this. You can start with the faculty's [generic graduate attributes](#) if you are stuck!!)

Constructive Feedback from the interviewer:

Content:

- Knowledge of self and of relevant skills?
- Knowledge of employer and position?
- Did interviewee provide sufficient information?
- Long winded answers?

Non verbal-

- Eye Contact?
- Body language- posture and movements?
- Irritating mannerisms?

-Level of enthusiasm?

-Firm handshake

-Smile?

Paralinguistic-

-Clear speech?

-Speech too fast, slow, quiet?

-Awkward silences?