Top tips for interviews

- Prepare thoroughly:
  - o Review the candidate's CV and the job description before the interview. Familiarise yourself with the candidate's background and relevant experiences.
- Create a comfortable environment:
  - o Make the candidate feel welcome and at ease during the interview. Offer them water or refreshments and ensure they know what to expect during the interview process.
- Use a structured approach:
  - o Have a list of questions prepared in advance, covering technical skills, behavioural competencies, and cultural fit. This ensures a comprehensive assessment of the candidate's suitability for the role.
- Listen actively:
  - o Pay attention to the candidate's responses and ask follow-up questions to gain deeper insights into their experiences and abilities.
- Provide information about the company and role:
  - o Be prepared to answer any questions the candidate may have about the company, team dynamics, or job responsibilities.
- Take notes:
  - o Record key points from the interview to reference later when evaluating candidates and making hiring decisions.
- Be respectful and professional:
  - o Treat all candidates with respect and professionalism, regardless of whether they are ultimately selected for the position.
- Follow up:
  - o Communicate with candidates or agencies promptly after the interview, whether to provide feedback, request additional information, or extend a job offer.

Popular Interview Questions

1. Can you tell us about yourself and your background?
2. What motivated you to apply for this position?
3. What do you know about our company and the industry we operate in?
4. How do your skills and experiences align with the requirements of this role?
5. Can you provide an example of a project or task where you demonstrated [specific skill relevant to the position]?
6. How do you prioritise tasks and manage your time effectively?
7. Have you ever faced a challenging situation at work? How did you handle it?
8. What are your strengths and weaknesses, and how do you leverage or overcome them in a professional setting?
9. How do you handle constructive criticism or feedback from colleagues or supervisors?
10. Describe a successful team project you were a part of. What was your role, and how did you contribute to its success?
11. How do you stay updated on industry trends and developments?
12. Can you provide an example of a time when you had to resolve a conflict within a team?
13. How do you adapt to changes in your work environment or company policies?
14. What strategies do you use to ensure clear communication with your team and other stakeholders?
15. How do you handle tight deadlines or high-pressure situations?

16. Can you discuss a time when you had to learn a new skill or technology quickly?
17. What do you think sets you apart from other candidates applying for this position?
18. Describe your ideal work environment and company culture.
19. How do you stay motivated and maintain productivity over time?
20. Do you have any questions for us about the company or the role?

These questions cover a range of topics, from technical skills to soft skills and cultural fit, allowing you to gain a comprehensive understanding of the candidate's suitability for the position.

Competency Based Questions

1. Tell me about a time when you had to solve a problem under pressure. How did you handle the situation, and what was the outcome?
2. Describe a situation where you had to demonstrate leadership. What actions did you take, and how did they impact the team or project?
3. Can you give an example of when you successfully collaborated with a team to achieve a common goal? How did you contribute to the team's success?
4. Discuss a time when you had to overcome a significant obstacle to achieve a goal. What steps did you take to overcome the challenge, and what did you learn from the experience?
5. Tell me about a time when you had to adapt to a change in project scope or requirements. How did you adjust your approach, and what was the outcome?
6. Describe a situation where you had to persuade others to adopt your viewpoint or idea. How did you approach the situation, and what was the result?
7. Can you provide an example of a time when you had to deliver constructive feedback to a colleague or team member? How did you handle the conversation, and what was the impact?
8. Discuss a situation where you had to demonstrate excellent communication skills to resolve a conflict or misunderstanding. How did you approach the conversation, and what was the outcome?
9. Tell me about a time when you had to prioritize multiple tasks or projects with competing deadlines. How did you organize your workload, and what was the result?
10. Describe a situation where you had to use your problem-solving skills to identify and address a recurring issue in your work. What steps did you take to resolve the problem, and how did it improve the situation?

These competency-based questions help assess the candidate's ability to demonstrate key skills such as problem-solving, leadership, teamwork, adaptability, communication, and conflict resolution, which are crucial for success in the role.

If you need any further help or advice on interview techniques, please do give us a call on 01789 532220.