

The **Assessment** and **Interview** **Process**



- Preparing for an assessment process.
- Selection processes and interview questions.
- Questions to the interviewer.
- Dealing with your nerves.
- Managing your expectations.



PREPARING FOR AN **ASSESSMENT**

**Know the
Company**

**Know the
Position**

**Know
Yourself**

Prepare!

Company history
Corporate values
Industry
Locations
Products/Services
Customers
Competitors

Prepare!!

What business area is this role part of?
What key skills does this role require?
Does this role require you to work in a team?
What is the objective of this position?
Who manages this position and what is their role?

Prepare!!!

Know your CV.
Know your strengths and development areas.
Be clear on your experience.
Prepare examples.
Know why you deserve the job.

“YOU NEVER HAVE A **SECOND CHANCE** TO MAKE A **FIRST IMPRESSION**”

TOP TIPS:

- Be on time.
- Ensure you are appropriately dressed.
- Make eye contact with the person who greets you.
- Be confident in your greeting.
- Offer a firm handshake.
- Smile!



Selection Processes...

Some of the most commonly used assessment tools include:

- **Face-to-face interviews.**
- **Online Assessments** logical, verbal and numerical reasoning.
- **Telephone/Video Interviews.**
- **Presentations:** you may be given a brief and asked to prepare a presentation that you will deliver when you attend your interview or assessment process.
- **Assessment Center:** a number of candidates will be invited at the same time to go through a variety of assessments.



Interview Questions...

Interviews are an integral part of any selection process. Before attending an interview clarify, what the structure of the interview will be. Types of interview questions may include:

Getting to know you question examples

- Tell me about yourself
- Why do you want to work here?
- What interests you about this position?
- Where do you see yourself in five years?
- What are your biggest accomplishments?
- What are your strengths and development areas?



Behavioral/competency based question examples

- **Competency Adaptability**
Tell us about the biggest change that you have had to deal with. How did you cope with it?
- **Competency Communication**
Tell us about a situation where your communication skills made a difference to a situation.
- **Competency Flexibility**
Describe a situation where you had to change your approach halfway through a project or task following new input into the project.
- **Competency Teamwork**
Describe a situation in which you were a member of a team. How did you contribute?

The STARR METHOD

The STARR method is a great way to help structure your responses to competency based interview questions...

SITUATION



TASK



ACTION



RESULTS



REFLECTION



QUESTIONS TO THE INTERVIEWER

What are some of the objectives you would like to see achieved in this role?

Do you offer continuing education and professional training?

How would you describe a typical week/day in this position?

What opportunities are there to advance with the company?

What do you like most about working here?

DEALING WITH Nerves...



MANAGE YOUR Expectations

- **Interviewing is a skill and practice makes perfect!**
- **You will not be offered every job you are interviewed for.**
- **Take on board the feedback you receive from the interview.**
- **Being offered an interview is something to be proud of.**

GOOD LUCK!

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