



THE UNIVERSITY of EDINBURGH  
Careers Service

School of Mathematics

*Employability Tuesday Careers Seminars*

# Preparing for Interviews

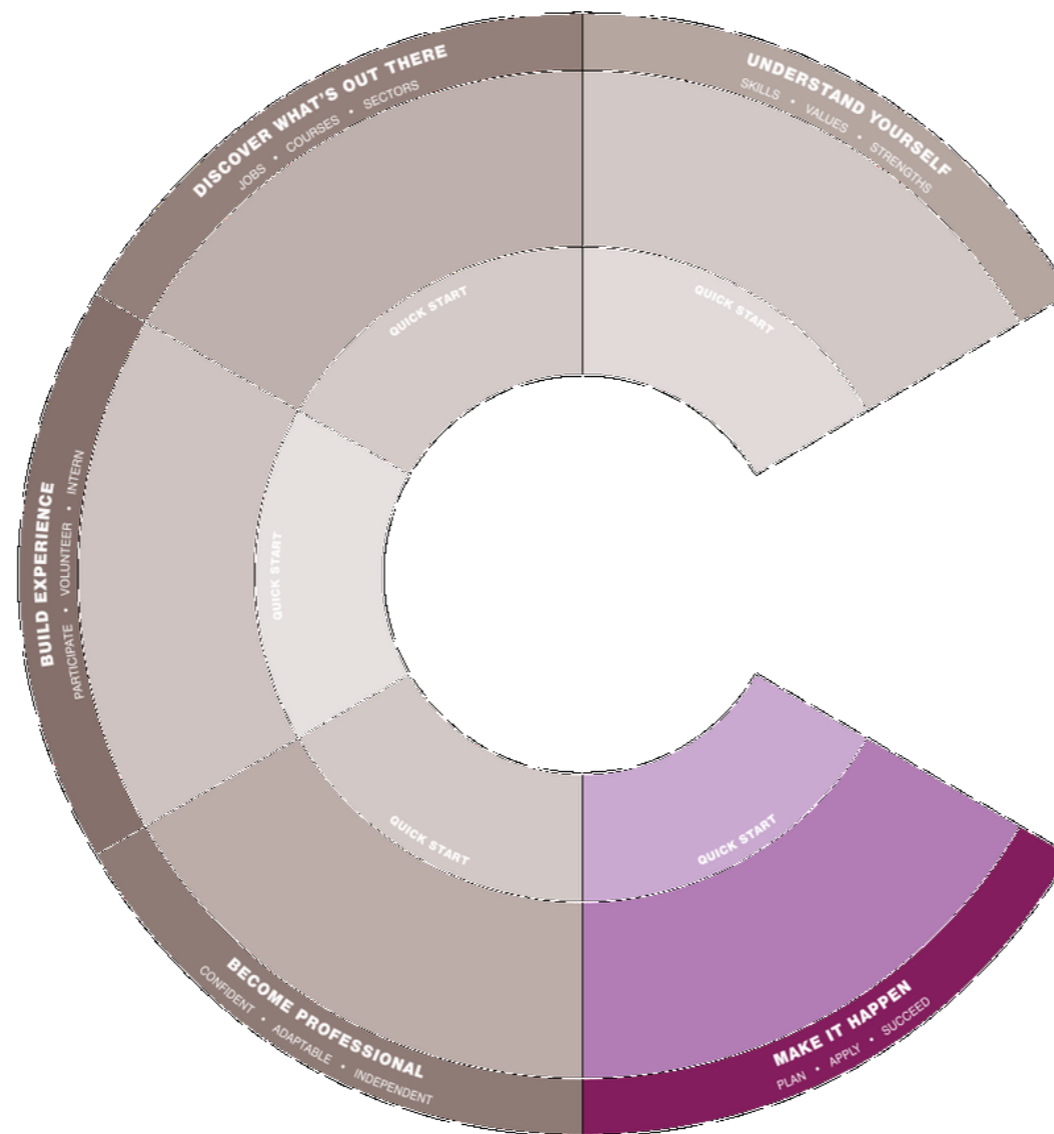
**Matt Vickers**

Careers Consultant



Today's session supports you towards

**Making it happen!**



Inspiring futures

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[www.ed.ac.uk/careers/compass](http://www.ed.ac.uk/careers/compass)



# What are we going to cover?

- What interviews are about
- What you can expect: types of interviews
- Preparation
- What might you be asked – sorts of questions
- Approaches for answering
- Further help



# What an interview is NOT!



# Some dictionary definitions...

## **Torment/Suffering:**

*“A source of severe mental anguish and anxiety; an ordeal”.*

## **Interview:**

*“A meeting between an employer and a candidate to ascertain, by questioning and discussion, the latter’s suitability for a post.”*



# Reasons to be cheerful...

- Your CV/application form works!
- You're over the biggest hurdle
- You've prepared and know your selling points
- You might enjoy it?!!
- It's a learning experience



# What about them?

## The interviewers' perspective



- Already **think you are good**
- They **want you to be good/perform** to your max!
- Looking for **evidence** from you to support their belief
- Want to know:
  - **Can you do the job?** (skills, knowledge, experience)
  - **Do you want to do the job?** (motivation: role + employer)
  - **Do they want you to do the job?** (cultural fit)
- Is human...



# Your agenda?



## Your aim is to...

- Sell yourself and what you can do/know
- Find out more about the company and the job
- Get a job offer

*If successful...*



Is it the right job/employer?

*If unsuccessful...*



A practice/learning?





# What can you expect?

## IKEA Job Interview



# What can you expect?

## Anything!

Format will vary, depending on the company and the job.  
Some insights at [TARGETjobs Employer Hub](#)

### Method:

- Telephone
- Video (recorded)
- Skype/Web (live)
- Face-to-face

### Approach:

- One-to-one (informal or formal)
- Panel
- Series of interviews (incl. a technical one?)
- Assessment Day/Centre



# What will they ask you?



## Questions to ascertain you **can do the job**

- Comparing you to the required skills/competencies
- Ask about relevant work experience
- Knowledge – poss incl. technical questions?

## Questions to ascertain you **want to do the job**

- Check your job understanding
- Check your sectoral knowledge
- Check your company knowledge
- Check your interest/motivation/career plans

## Questions **about you** linked into the above



Begin by understanding  
what the recruiter is looking for:

**i.e. the Job Description!**





## Global Graduate Options: Data Science

### First Derivatives PLC

United Kingdom

Bookmark Opportunity

+ Follow First Derivatives PLC

#### Details

First Derivatives plc is currently recruiting for a number of HQ and Overseas roles in our Data Scientist stream. These roles offer candidates a unique opportunity to enter the Big Data world where the emphasis is on problem solving using a combination of analytics, imagination and business understanding. Data Scientists explore vast amounts of information to detect patterns, trends and correlations that enable businesses to improve their products, services and revenue.

The skills required and the techniques learned apply across various industries and we are heavily involved with financial markets, utilities and telecoms to name but a few. Those selected will embark on an exciting career that combines technical prowess with business insight and commercial acumen. Candidates will be exposed to the latest technologies for both structured and unstructured data including the market leading kdb+ database and q analytics language, Hadoop, SAP HANA, IOS and Android all of which are hosted across best-in-class hardware, mobile and cloud based platforms.

The ideal applicant will have:

- An inquisitive mindset, an aptitude for problem solving and technical skills to combine them.
- A minimum of ABB at A Level (or equivalent in Leaving Cert Points).
- A minimum 2.1 in a degree in Computing, Mathematics, Statistics, Data Science, Physics, Engineering or a similar quantitative discipline.
- Excellent communication skills to present findings and articulate their business benefits.
- Experience with Java, C/C++ and/or UNIX is beneficial but not a requirement.

Graduates will be deployed on Client Projects immediately, whilst undertaking our Capital Markets Training Programme. Our extensive Graduate salary plus package worth over £60,000.



#### Other information

##### Opportunity Type

Graduate - immediate start

Graduate - future start

##### Contract Type

Permanent

##### Contract Hours

Full Time

##### Remuneration

Competitive

##### Expected commencement

Immediate and future vacancies available

##### Website

[Go to website](#)

Posted 1 Oct 2020



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[Go to website](#)

Posted 1 Oct 2020

# A recruiter's shopping list



## e.g. Global Actuarial Grad Programme

You'll need a head for figures, that's for definite. So we'd like you to have an A grade at A-level Maths (or an equivalent qualification), as well as a 2:1 in a Maths or another highly numerical degree. And because of this background, it goes without saying that you're analytical and methodical.

Potential's massively important. We don't expect you to know everything about economic and statistical modelling just yet. But we do expect you to be a quick and keen learner, ready to make the most of the opportunities that will come your way. And rest assured, they will come your way – here in the UK and overseas.

# A recruiter's shopping list



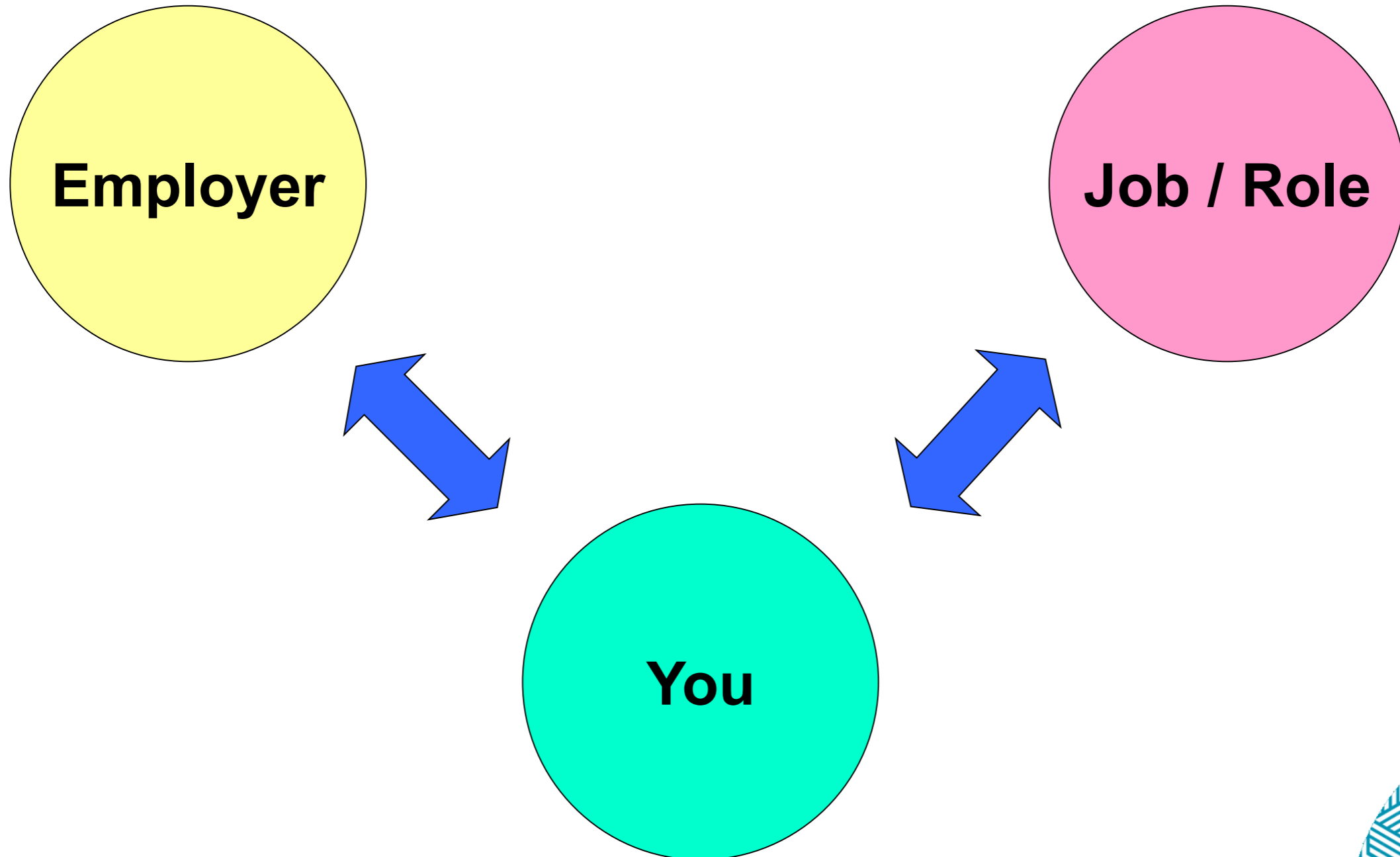
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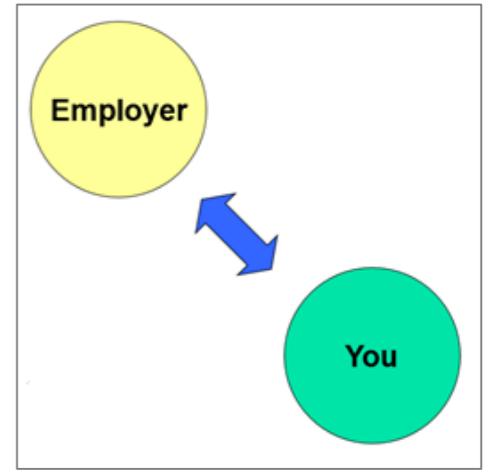
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# Interviews are like exams: Prepare!



# About the employer

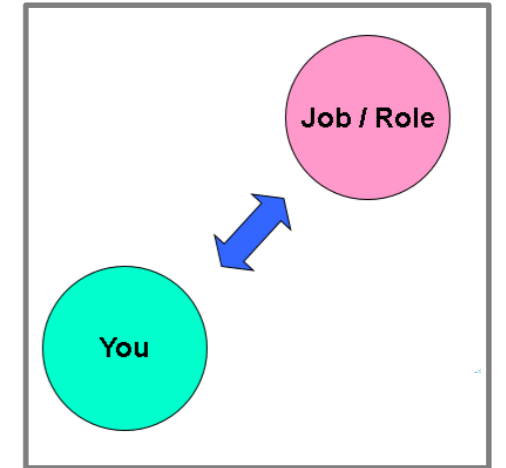


- Why do you want to work for us, *specifically*?
- What do you know about us?
- Tell me about a project/piece of work/product of ours that has impressed you.
- Who are our competitors? What sets us apart?
- What have you read about us of late that's interested you?
- From your research, what has surprised you or stood out about us?
- How do our values match yours?
- (Finance) what is our share price?

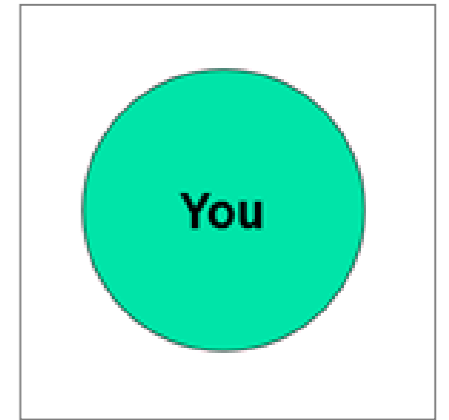


# About the job

- Why do you want to in [role]?
- What do you know about [role]?
- What have you done to research the role/profession?
- What are the key challenges in the profession right now?
- What key skills do you feel are needed for a successful person in the role? Give me an example of skills X.
- What will you enjoy most about the role.... And what will you find most challenging about it?



# About you



- **Tell me about yourself!**
- What has been your most relevant experience?
- Tell me more about your education / summer job / volunteer work etc.
- How will this job fit in with your career plans?
- Where do you see yourself in X years?
- What are your strengths / weaknesses?
- How would you deal with [situation X]?



# Don't assume they have (all) read your CV!

*"Hallo Matthew,*

*Thank you very much for your help last week as I prepared for the interview with Llais y Goedwig. I had the interview yesterday and it went quite well.*

*However, it suddenly became obvious towards the end of the interview that they had not looked at my CV! Just as they were wrapping the interview up, the lead interviewer summed up by saying they were happy with all my community experience, but would like to know how I would address my lack of woodland experience. I started listing projects I hadn't mentioned on my CV, and then elaborated a little on the experience I had listed, and that was when I realised they weren't aware of any of this.*

*Obviously I can't go back and give a better answer (if only!)..."*

Edinburgh graduate via email, 25/11/15



# Competency based (v. common)

*“Give me an example of a time when you....”*

## Why are they asked used?

- Past performance indicates future potential
- Fair: everybody asked the same (comparable)

## Common themes:

- teamwork
- communication skills
- leadership
- working under pressure

...but think about *specifics* of job you've applied for



# A structure: CARL (similar to STAR)

**C**ontext — set scene, outline issue/example. (10-20%)

**A**ction — what did **you** do/steps were taken? (60-80%)

Use **verbs!** *emailed, designed, modelled, analysed, discussed, suggested...*

**R**esult — what happened; outcome? (10-20%)

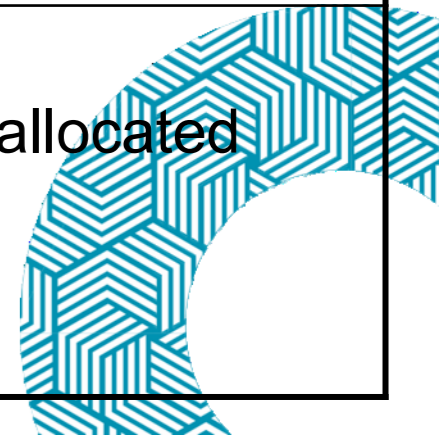
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**L**earning — retrospective view; what did you learn? (follow-up)



# Question: *Describe a time when you've contributed successfully to a team?*

<b><u>C</u>ontext</b>	I am on the committee of the University's Photographic Club. We arrange an exhibition of students work every year. Last year due to a lack of co-ordination we found ourselves behind in getting the venue set up.
<b><u>A</u>ction</b>	I <b>arranged</b> a meeting to discuss the problem and <b>booked</b> a room, <b>sending</b> out a reminder email. I <b>devised</b> a systematic plan with, splitting the work needed into chunks. We <b>discussed</b> the plan at the meeting and after some <b>negotiating</b> and minor changes, each committee member <b>agreed</b> to take on specific jobs. I <b>suggested</b> and then <b>organised</b> a follow up meeting after a week to review progress.
<b><u>R</u>esult</b>	We co-operated and communicated more effectively and worked in a smarter way and this meant we caught up and managed to open the exhibition on time. We had over 500 visitors on the day!
<b><u>L</u>earning</b>  Inspiring futures	<ul style="list-style-type: none"><li>• Even what seems like minor events need proper planning</li><li>• Somebody needs to take a lead and ensure that the work is allocated and being done</li><li>• Monitor progress!</li></ul>





# Matching yourself to the job

<b>Skill / Competence</b>	<b>Evidence</b>
<b>Communication</b>	<ul style="list-style-type: none"><li>• Joining sports team(s) / student society(ies)</li><li>• Voluntary fundraiser – dealing with public</li><li>• Shop/bar work – customer service</li></ul>
<b>Team working</b>	<ul style="list-style-type: none"><li>• Gap year expedition – team member</li><li>• Group project – university</li><li>• Hot Air Ballooning Club – launching balloon</li></ul>
<b>Problem solving</b>	<ul style="list-style-type: none"><li>• Events organiser – Charity Ball</li><li>• Photographic Club Committee Member</li><li>• Engineering project(s)</li></ul>



# Strength-based *NEW(ish)!*

- An alternative to competency-based (to counter students' prep.)

- Strength:

*“An activity carried out on a regular basis, that is performed well and energises the individual doing so.”*

(EY, Big 4 Professional Services firm)

*“pre-existing capacity for a particular way of behaving, thinking or feeling that is **authentic and energising**...and enables **optimal** functioning, development and performance”*

(Prof Alex Linley, CAPP, 2007)

- Fair: everybody asked the same (comparable)



# Sample strength-based questions

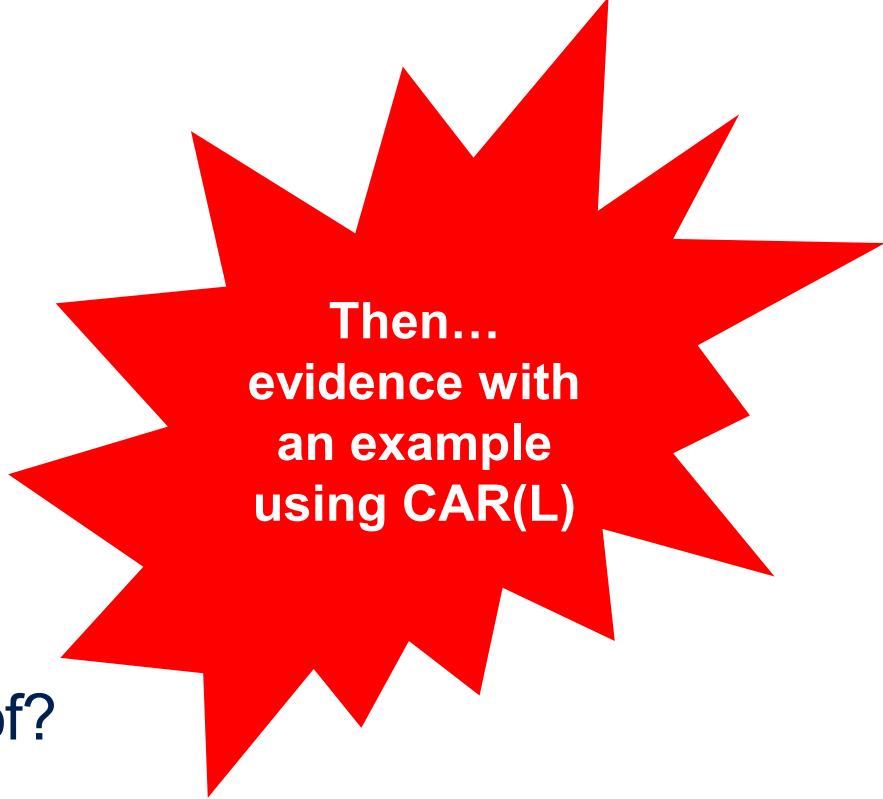
- What do you do well?
- What activities energise you?
- When do you feel that you are most like 'yourself'?
- What makes a good day for you?
- When are you at your best?
- How can you capitalise on your strengths more?



# How can you prepare?

You can start to identify your strengths by asking yourself...

- What are you good at?
- What comes easily to you?
- What do you learn quickly?
- What did you find easiest to learn at school or university?
- What subjects do you most enjoy studying?
- What things give you energy?
- Describe the features of a successful day you've had
- When did you achieve something you were really proud of?
- What sort of people do you work best with/around?
- What things are always left on your 'To Do' list and not finished? (these are probably weaknesses: things you dislike doing!)



Then...  
evidence with  
an example  
using CAR(L)

<https://www.ed.ac.uk/careers/students/undergraduates/make-it-happen/interviews-assessment-centres/types-and-formats-of-interview>



# Difficult Questions?

- Your weaknesses
  - Choose **one** that's **not** key to the job!
  - What have you done about it?
  - Are there any (opposite) positive aspects to it?
- About the industry – do your research!
- General knowledge – keep up with the news!
- Technical knowledge?

**So... none of these are so difficult – if you prepare!**



# Technical Questions

Designed to explore your:

- *Relevant* technical knowledge – how much do you know?
- Ability to **apply** this knowledge in a practical way
- Technical **motivation** – what are you interested in and why?
- Approach to **problem solving** – your analytical and reasoning skills
- Ability to **communicate** – your ideas to others

Might often be based on a project/piece of coursework



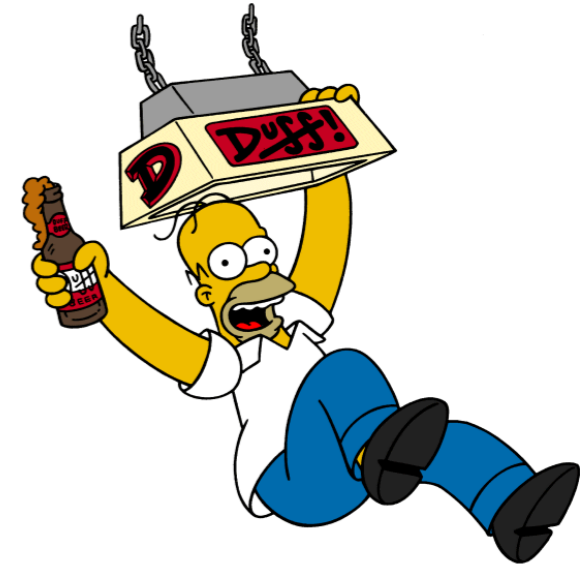
# Answering questions

- **Listen** carefully > answer the question you've been asked
- **Think** before you speak – take a moment
- Seek **clarification** if necessary
- Have **evidence** to support your claims
- Use CARL (or STAR) **structure** to help!
- Talk about **your contributions**
- Describe **positive** outcomes
- Be enthusiastic
- Be specific
- Be honest... but how candid?



# How to behave

- First impressions count:  
Dress, smile, handshake, body language
- Relax! The interviewer is not an axe murderer
- Speak slowly and clearly
- Be succinct, but avoid yes/no answers
- Be aware of:  
Balance of exchange/silences;  
Eye contact; voice level
- Be interested, enthusiastic and enjoy it!
- Have questions ready
- Leave a positive impression:  
Thank interviewer, smile, handshake





# Your questions

It's **okay to ask** about:

- Who you might be working with / the team
- How your section relates to the rest of the business
- Projects on the go / what you might be doing / for whom
- Developments in the business
- Salary range – if this hasn't already been stated (?) and not at first interview. (N.B. Should not be your only question!)

**Avoid asking** questions which:

- Have already been answered on their website
- How much holiday you will get, parking...



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## Commuter swears at passenger on way to job interview, to find man is the interviewer

Published: Fri, 20 Feb 2015 10:49am GMT



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### Late mentoring for women hampering diversity efforts

Thu, 22 Jan 2015 9:00am GMT Executive Search

Britain's bosses must begin mentoring female staff at a much more junior level if it is to see an improvement in gender diversity...read more >

259 Shares

### Over a third of UK employees to quit if denied pay rise in 2015

Fri, 6 Feb 2015 10:49am GMT Recruitment

More than one in three UK workers (39%) will look for a new job if they don't

**Matt Buckland** @EISatanico

Karma - the guy who pushed past me on the tube and then suggested I go F myself just arrived for his interview...with me...

We've all found ourselves in awkward situations, where we perhaps said something we shouldn't have to the wrong person.

And a grumpy commuter who was on his way to a job interview may have inadvertently found himself in the most regrettable situation possible when after swearing at a man on the train, he discovered that the fellow passenger was the head of recruitment – and his interviewer.

Matt Buckland, Head of Talent at venture capital firm Forward Partners, was on a busy, delayed tube train when it pulled into Monument station in the City of London on Monday morning.

<http://www.recruitmentgrapevine.com/article/universities-to-help-tackle-digital-skills-shortage-issues>

### Related Stories

Universities to help tackle digital skills shortage issues

Recruitment campaign creates 3,500 new positions in Birmingham



# Online interviews

- Treat as you would face-to-face
- Check the tech...
  - Software requirements?
  - Connectivity to internet (WiFi vs Ethernet?)
  - Close other programmes... BUT do you want to show projects?
  - Sound/camera/them?
  - Practice/check with a friend?
  - Do you have an email/phone **back-up**?
- Consider their experience of you:
  - Who is calling whom?
  - Lighting?
  - Clothing?
  - Background (incl. noise)?
  - Try to look at the camera (post-it reminder?)



# Three steps to success

1. Preparation
2. Your interview performance
3. Review



# An expert's view

**Laszlo Bock**  
Senior VP, People Operations



Writing on LinkedIn



**Predict the future.** You can anticipate 90% of the interview questions you're going to get... it's an easy list to generate. "Why do you want this job?" "What's a tough problem you've solved?" If you can't think of any, Google "most common interview questions." Write down the top 20 questions...

**Plan your attack.** For EVERY question, write down your answer. Yes, it's a pain to actually write something. It's hard and frustrating. But it makes it stick in your brain. That's important. You want your answers to be automatic...

**Prove yourself.** Every question should be answered with a story that proves you can do what you're being asked about. "How do you lead?" should be answered with "I'm a collaborative/decisive/whatever leader. Let me tell you about the time I ...." Always tell a story or have facts to prove you are what you say you are.

**Practice.**



# The Telegraph

18 November 2014

The **most common mistakes made by candidates** through Quora, the global question and answer network:

1. Showing off
2. Failing to do your homework
3. Making up answers
4. Forgetting your manners
5. Asking no questions
6. Apologising unnecessarily
7. A bad handshake
8. Failing to explain what you will bring to the party (i.e. What can you offer the organisation? Why should they consider you?)
9. Moaning about your current employer
10. Using 'yes' or 'no' answers
11. ...Unless the interviewer requires a 'yes' or 'no' answer
12. Trite or practiced answers
13. Dressing sloppily

Inspiring futures



# 34 CRUCIAL TIPS FOR YOUR NEXT JOB INTERVIEW



## COMMON NONVERBAL MISTAKES MADE DURING JOB INTERVIEWS

**67%**  
Fail to make eye contact

**47%**  
Have little knowledge of the company

**38%**  
Don't smile

**33%**  
Have bad posture

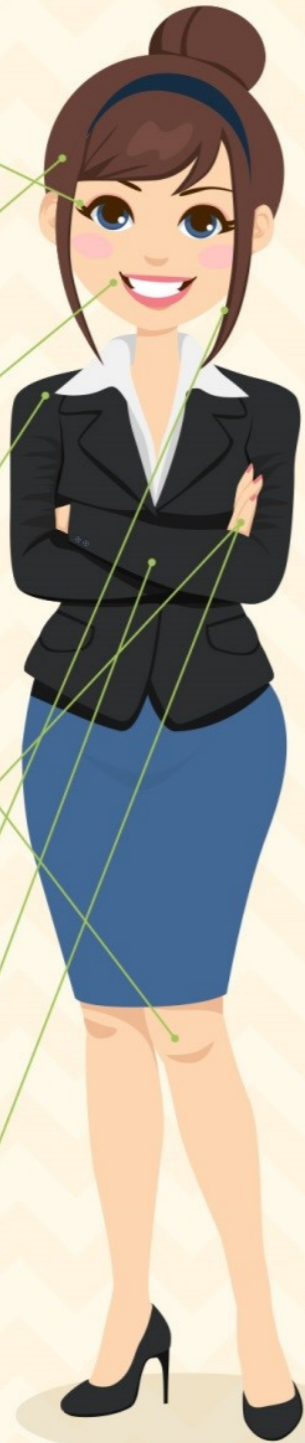
**33%**  
Fidget too much

**26%**  
Have a weak handshake

**21%**  
Play with their hair or touch their face

**21%**  
Cross their arms over their chest

**9%**  
Use too many hand gestures



In a survey of more than 2,000 hiring managers, **33%** claimed to know whether or not they would hire someone within 90 seconds.

## STATISTICS SHOW THAT FIRST IMPRESSIONS ARE DETERMINED BY:

**55%** The way you dress, act, and walk through the door

**38%** The quality of your voice, grammar, and confidence

**7%** The words you choose to say

## THINGS THAT HAVE AN IMPACT ON FIRST IMPRESSIONS

**70%** of employers claim they don't want applicants to be **overly fashionable** or **trendy**

**65%** of hiring managers say clothes can be the **deciding factor** between two similar candidates

## BRIGHTLY-COLORED CLOTHING IS BAD



.org

October 2014

[www.collegeatlas.org/34-crucial-job-interview-tips.html](http://www.collegeatlas.org/34-crucial-job-interview-tips.html)

## TOP 10 MOST COMMON INTERVIEW MISTAKES

- Over-explaining why you lost your last job
- Conveying that you're not over losing your last job
- Lacking humor, warmth or personality
- Not showing enough interest or enthusiasm
- Inadequate research about a potential employer
- Concentrating too much on what you want
- Trying to be all things to all people
- "Winging" the interview
- Failing to set yourself apart from other candidates
- Failing to ask for the job

## 4 QUESTIONS MOST LIKELY TO BE ASKED

- What was your experience like at...?
- Why do you want to work for us?
- What do you know about our company?
- Why did you leave your previous job?

## 4 MOST IMPORTANT INTERVIEW TIPS

- Learn about the organization
- Have a specific position in mind that you'd like to fill
- Review your qualifications for the job
- Be ready to briefly describe related experience

You are here: Home > Jamie's Journey > Jamie's Journey: Improve your body language

# Jamie's Journey: Improve your body language

Internationally renowned body language expert India Ford explains her seven steps to interview success.

Posted by [Martin Hofschroer](#) on Sep 9, 2016 | [7 comments](#)



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#MillionPoundJamie Episode two: The makeover



# Feel confident!

Power poses: do they help interview confidence?



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# Where do you go from here?

Careers Service website [Make it happen](#) – resources on preparing for:

- Interviews
- Psychometric tests
- Assessment centres

[Careers Service Plus](#) resources on:

- Practising video interviews (Interview 360 software)
- Assessing your strengths (free tests)



**Past interview feedback from candidates**

- [Glassdoor](#) (take with a pinch of salt!)
- [Wikijobs](#) (take with a pinch of salt!)

**Practice!**

-  *Appointments* > [Book a practice interview](#) (3 days' notice)

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## Practice, Practice, Practice!



# Questions?

