



OSBORNE™
RECRUITMENT EXCELLENCE

**INTERVIEW
PREPARATION
TIPS**

**RIGHT PERSON.
RIGHT JOB.
NO COMPROMISE.**

#ChangingLives



OSBORNE™
RECRUITMENT EXCELLENCE



OSBORNE™

RECRUITMENT EXCELLENCE



BEFORE THE INTERVIEW

Know the Company

Do your research on the company and browse their website. The latest news and events page will give you lots of up to date information. Many interviewers will ask what you know about the company and will be impressed if you can share your knowledge.

Know your C.V.

It is important to know the length of time you spent at a company and also your reasons for leaving. There are a number of reasons for gaps of employment don't be afraid to address these with the interviewer. Taking time off for personal reasons is a reality for many people for many reasons so don't rush past this if asked.

VIRTUAL INTERVIEW TIPS

VIRTUAL INTERVIEWS ARE NOW COMMONPLACE. IT IS IMPORTANT TO PREPARE FOR A VIRTUAL INTERVIEW THE SAME WAY YOU WOULD FOR A FACE-TO-FACE INTERVIEW.

- Dress as you would for a face-to-face interview.
- Keep your background uncluttered.
- Make sure to test your I.T. equipment and are familiar with the I.T. system being used e.g. Zoom, MS Teams, Webex.
- Make sure you can be heard and seen at the start of the interview.
- Be aware of the camera and keep eye contact with the interviewers.
- Ensure there are no distractions.
- Have a good internet connection.
- Be online 10 minutes before your interview start time.
- Practice talking online if inexperienced.

**RIGHT PERSON.
RIGHT JOB.
NO COMPROMISE.**

#ChangingLives



OSBORNE™
RECRUITMENT EXCELLENCE



**FACE-TO-FACE
INTERVIEW TIPS**

1. Timings and location

Once your interview time, date and location have been confirmed, plan for it! Think about finding out the location if you are not already familiar with it, how you will get there, the journey time and what time you need to leave at to ensure you are there in plenty of time. This preparation will help you to feel more relaxed and avoid stressing about being late or unable to find the location.

2. Dress to impress

Choose your outfit beforehand and always dress to professional and smart. Make sure your clothes are clean and pressed, your hair is tidy, and your shoes are polished. First impressions last!

3. Listen attentively and make eye contact

Listening is an important skill in any job so show your interviewer how good you are at it. Don't just look at or talk to the person you think is the decision-maker. There will be a good reason for everyone else being there so scan the room when talking, acknowledge and make good eye contact with everyone at some point. Don't forget to smile too!

3. Bring printed copies of your CV

Demonstrates you're prepared and it is always handy to have hard copies in case the interviewer misplaces theirs or are short copies. You can also use it as a reference point if required during the interview.

3. Be positive

Don't dwell on the negatives about past employers or jobs. Stay positive and use your time to sell your skills, achievements and expertise in a positive light.





**INTERVIEW
QUESTIONS**

**ANTICIPATE QUESTIONS AND HAVE AN IDEA/EXAMPLES OF HOW TO RESPOND.
RE-READ THE JOB DESCRIPTION SO YOU CAN TAILOR YOUR
ANSWERS TO THE ROLE.**

1. WHY YOU?

It is important to know why you are interested in the role.

**2. YOUR
EXPERIENCE**

Show how your experience is relevant to this role.

**3. CAREER
HIGHLIGHTS**

Be able to talk about yourself and your career to date.

4. CHALLENGES

List the challenges you faced and how you overcame them.

5. FUTURE PLANS

Discuss where you would like to see your career going.

**YOUR
QUESTIONS**

**PREPARE YOUR OWN QUESTIONS FOR THE INTERVIEW. WHEN ASKING QUESTIONS
TRY TO ASK ABOUT YOUR POSSIBLE FUTURE ROLE IN THE COMPANY.**

Culture

How would you describe your organization's culture?

Responsibilities

What would the day-to-day responsibilities of this role look like?

Training

If I was to secure this position do you feel I would need a lot of training to get up and running?

Experience

Is there any area of my experience that you would like me to go into more detail that might be relevant for this role?

**RIGHT PERSON.
RIGHT JOB.
NO COMPROMISE.**

#ChangingLives





COMPETENCY BASED INTERVIEWS

1. What is it?

A competency-based interview involves giving specific examples from your previous experience that demonstrate particular skills, which will show your interviewer how suitable you are for the job. This type of interview is not designed to explore your career history in detail, but rather focus on your abilities.

2. Type of questions

Competency-based interview questions usually start with “Describe a situation where...” or “Give us an example of a time...” and each one will require you to demonstrate a core competency such as teamwork, customer service skills, communication skills, decision-making or leadership. These are just some of the general attributes you should prepare answers for.

3. Review job description

It is also advisable to go through the job description, highlight the skills and competencies that are required and be prepared to demonstrate each of those skills using previous experience. The best way to prepare for this type of job interview question is by using the STAR interview technique to structure your answers.



RIGHT PERSON.
RIGHT JOB.
NO COMPROMISE.

#ChangingLives





STAR TECHNIQUE

THE STAR INTERVIEW TECHNIQUE IS A STRUCTURED MANNER OF RESPONDING TO A BEHAVIORAL-BASED INTERVIEW QUESTION BY DISCUSSING THE SPECIFIC SITUATION, TASK, ACTION AND RESULT OF THE SITUATION YOU ARE DESCRIBING.

Situation

Briefly describe the background to the situation.

Task

Specifically explain your responsibility.

Action

Talk about what you did/actions you took.

Result

Describe the outcome of your actions.

You could also include an addition to this which includes your learning. After you explain your result, you could say: "If I were to do it again, I would do X differently". The purpose of this final instalment to your example is to display self-awareness and your learnings from the experience.

TIPS FOR USING STAR TECHNIQUE

SIX TIPS FOR EFFECTIVELY USING THE STAR INTERVIEW TECHNIQUE

1. Listen

Answer the question asked. Make sure you understand the question before you launch into a lengthy response.

2. Simple Examples

Don't memorise, try to use an example that easily comes to mind.

3. Give Detail

Avoid being vague. Give enough detail to back up your answer.

4. Be Honest

Be honest and truthful with your responses.

5. Be Specific

Stay on track with your answer, don't get side-tracked.

6. Provide Examples

Use positive examples. If you don't have an example, say so.



RIGHT PERSON.

RIGHT JOB.

NO COMPROMISE.

#ChangingLives





CLOSING

IT IS IMPORTANT TO LEAVE THE INTERVIEWER WITH THE BEST IMPRESSION OF YOU. KEEP IN MIND THESE STEPS BELOW:

1. NEXT STEPS

Ask the interviewer when you can expect to hear back from them about next steps in the hiring process.

2. SHOW INTEREST

Let the interviewer know you are very interested in the role.

3. EXTRA INFORMATION

Offer any additional information you think is relevant.

4. CLOSE

Make sure to leave an online interview as you would a face to face by thanking them and saying goodbye!





OSBORNE™
RECRUITMENT EXCELLENCE



OUR OFFICES

Osborne Canada

The Exchange Tower,
Suite 1810,
130 King Street West,
Toronto ON M5X 1K6.

T: +1 416 8606214

E: info@osbornerecruitment.ca

Osborne Ottawa

343 Preston Street,
11th Floor,
Ottawa, Ontario,
K1S 1N4

T: +1 343-291-1006

E: info@osbornerecruitment.ca

Osborne City Centre

13 Fitzwilliam Square East,
Dublin 2,
Co. Dublin,
Ireland.

D02 PY27.

T: +353 1 638 4400

E: info@osborne.ie

RIGHT PERSON.

RIGHT JOB.

NO COMPROMISE.

#ChangingLives



info@osborne.ie



www.osborne.ie