

How to ace your job interview

How to stand out

1. Be specific
2. Be concise
3. Be prepared
4. Mini job interview
5. Question and answer session

Be specific

Get really specific

- Most people give very generic answers
- Avoid general statements like “I’m good at working in a team”.
- Which aspect of teamwork are you good at?
 - Managing conflict?
 - Motivating people?
 - Communicating with people from different backgrounds?

Give evidence



Tell true stories

*I put a lot of energy into **motivating others**. When I worked as a tutor, I spent a lot of time **thinking about the best way to motivate individual students** - seeing my student's motivation (and results) improve was one of my favourite parts of the job.*

Imposter test



Your turn!

What kind of job will you apply for? Choose one.

Think of 1 skill that is important for the job (the more detailed, the better).

Think of a story in your past that shows that you have this quality.

Tell your partner.

Be concise

P. E. P

- Point
- Evidence
- Point (come back to the question)

P. E. P

*I enjoy being organised, particularly when it comes to **time management**. When I wrote my dissertation, the first thing I did was set myself a series of smaller deadlines and set up a work routine so that I could track my progress and finish **on time**.*

Be prepared

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1. Do your research
2. Practice your answers to common questions

Do your research

1. Read the job description very carefully.
 - Prepare stories and examples
2. Investigate the company website and social media
 - What's the company culture like?
 - What do they look for in terms of skills and qualities?

Common questions

What's your biggest strength?

- Show that your strength is aligned with the job position
- Look at the job advert.
- Make a list of your skills which **match the ones listed**
- How can you give evidence? Think of details, examples and stories.

What's your biggest weakness?

- Be honest
- But don't say anything that would interfere with the job

What's your biggest weakness?

- Show that you **have a strategy to manage it**

I hate confrontation, which means that I sometimes avoid giving honest opinions. However, in the last group project I did, I started challenging myself to speak up more, and when I did I was pleasantly surprised to see we were often able to discuss different opinions without it turning to conflict.

Do you have any questions for me?

Have a couple of thoughtful questions ready (show interest in the role)

- If I were hired for the role, what would you want me to achieve in the first few months?
- What does a typical day look like?

Interview each other

Find a partner. Ask each other the following questions:

1. What's your biggest strength?
2. What's your biggest weakness? (remember to include a strategy)
3. Do you have any questions for me?

Questions?