



neo resourcing

**guide to
interviews**





congratulations!

neo has connected you with a new opportunity and you have been invited for an interview.

So it's time to think about your preparation...



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Preparing for your interview

Become familiar with your CV and make sure you know the job specification. This will help you to prepare for possible interview questions

Research the company. Review their website, social media and any recent relevant press coverage. They'll be looking to establish your initiative, past experiences, motivation and understanding of their business.






If your interview is face to face, then check the travel time (allowing time for any delays) and the exact location. Aim to be there 15 minutes before the start of your interview. Take copies of your CV, a notebook and pen so that you can make notes. Some dress codes won't require a suit, but whatever you chose for your interview, keep the look smart.

Your first impression starts the minute you walk into the building, so imagine your interview starts at that point. Make a good impression with everyone you meet.

Come prepared with some questions for the interviewers - it shows interest in their role and the company vision

Things to Avoid

A horizontal bar with a gradient from dark orange to light orange, positioned below the title.

-  Being late for your interview
-  Talking negatively about a previous employer
-  Leaving your mobile phone on - ensure its switched off prior to you going into your interview.
-  Going in unprepared with questions you'd like to know - you may end up asking questions that have already been answered by the interviewer.
-  Using phrases such as "um", " I don't know".



Interview Guide

Some employers have a hybrid approach utilising both Capability and Scenario based questions



Capability Based

Capabilities are behaviours or personal attributes that are aligned to the working culture of the company. The questions are designed to extract specific examples from your past experience which will demonstrate these key behaviours. Make sure you listen to the question and what they're actually asking. It is useful to follow the STAR format in answering these types of question. (see page 10)



Scenario Based

These are designed to get a glimpse into your decision making process and how you might respond to certain situations. The important thing is to think through your answer and provide a logical, detailed and structured approach.

Examples of Capabilities



Customer Orientation

The desire to help or serve the customer to meet their needs. It means focusing your efforts on discovering the internal or external customer's needs, and bringing all resources to bear in order to meet those needs.



Achievement Drive

The motivation to strive towards achieving challenging goals, high standards and making continual improvements in the way things are done.



Examples of Capabilities



Respect for Others

The requirement for actions that are consistent with what one says in line with personal and business values.



Communicating & Influencing

The ability to seek out, clarify, share and communicate so that individuals and the business have all the information needed to work effectively



Examples of Capabilities



Working Together

The ability and willingness to align your behaviour with the needs and priorities of others



Flexibility & Change

The ability to work flexibly and to energise, self-manage and adapt to changing demands and conditions within the organisation and market place.

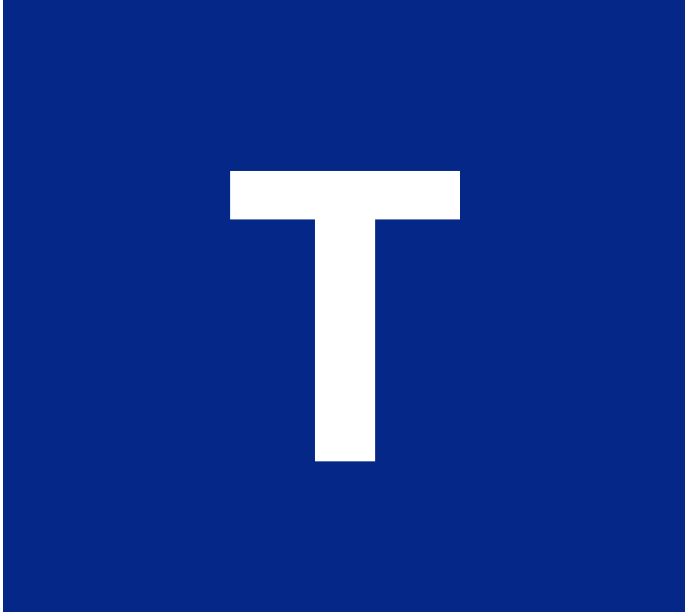
This list is not exhaustive but designed to give some insight



S

Situation

Open with a brief description of the situation and context of the story (who, what, where , when, how)



T

Task

Explain the task that you had to complete highlighting any specific challenges or constraints
e.g.
deadlines, costs etc



A

Action

Describe the specific actions that you took to complete the task.



R

Result

Close with the results of your efforts. Include figures to quantify the result if possible

Additional Assessments



On-line Testing

This can be in the form of a personality profiling exercise or a skills based assessment.

Ensure that it is completed within the required timelines and allow sufficient time in a quiet environment to undertake the assessment.

Always check your junk email folders so that you don't miss any requests.

Additional Assessments



Presentation

Read the instructions carefully.

Some firms will require this to be submitted prior to the interview.

Always complete within the requested timescales.

Check your email after submission for any bounce back notifications (size issue/ misspelt email etc).

Take copies of your presentation with you as handouts.

Additional Assessments



Telephone Interview

This can be in the format of a roleplay or an initial stage with the employer.

Read the brief, ensure that your mobile is charged and not on silent, that you're in a quiet environment and that you have allowed enough time for the duration of the call.

It may be useful to have your CV to hand so that you can confirm any information.

Additional Assessments



Group Exercises

These will look at how you interact and contribute within a group environment to achieve an end goal. Contribute, be supportive, include others, respect opinions, challenge constructively, lead where needed. Don't forget the end goal and the time that it needs to be completed within.

Remember:

As you're coming to the end of your interview and you like what you have heard and seen, the tell the interviewer that you really enjoyed meeting them today and that you would really like the opportunity to progress with the company.

Virtual Assessments Preparation



- Ensure your electronic device is plugged into a power source or is sufficiently charged in order to last the duration of the interview.
- Confirm that your device is in range of clear Wi-Fi /mobile data connection to avoid call dropouts/disconnection.
- Check that your interview area is quiet, free of disruptions and well lit.
- Test your device, microphone/speakers/headphones /earphones prior to the interview, to ensure they are compatible and activated on the interview platform.
- Ensure bandwidth-consuming programs are shut down e.g. Other Apps, HD videos or online games.
- Check your background and use a blur background if necessary. Be aware of the impact of natural light - sitting by a window may mean that the interviewers can't see you. So test prior to your interview.

Virtual Assessments



- Put your mobile on silent so as not to get interrupted
- Have a drink of water to hand
- Have the access links to the video call ready in advance
- Join a couple of minutes early. You will then be admitted to the call by the interviewer once they are ready.
- Don't panic if there are technical difficulties. If you have the recruiter contact number then give them a call. The interviewers may also try to contact you by phone, so have your mobile nearby in case that happens.
- Once in the interview, maintain a steady eye contact and avoid looking down. If you have any notes then keep them to the side of your computer so that you can just glance at them if needed.

Good Luck !



hello@neoresourcing.co.uk

Website

www.neoresourcing.co.uk

