



KUZUKO GROUP

IChemE Career Solutions Webinar Series

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Series Overview

| Title of Webinar | Date |
|---|-------------------------------------|
| Session 1 - Transferable Skills | 11 th November 2020 |
| Session 2 - CV and Cover Letter | 18 th November 2020 |
| Session 3 - Using LinkedIn to Improve Personal Branding and Digital Fluency | 25 th November 2020 |
| Session 4 - Job Search Strategy | 2 nd December 2020 |
| Session 5 - Interview Techniques | 9th December 2020 |
| Session 6 - Coaching, Mentoring and NLP | 16 th December 2020 |

Time: 6.30pm (UK time)

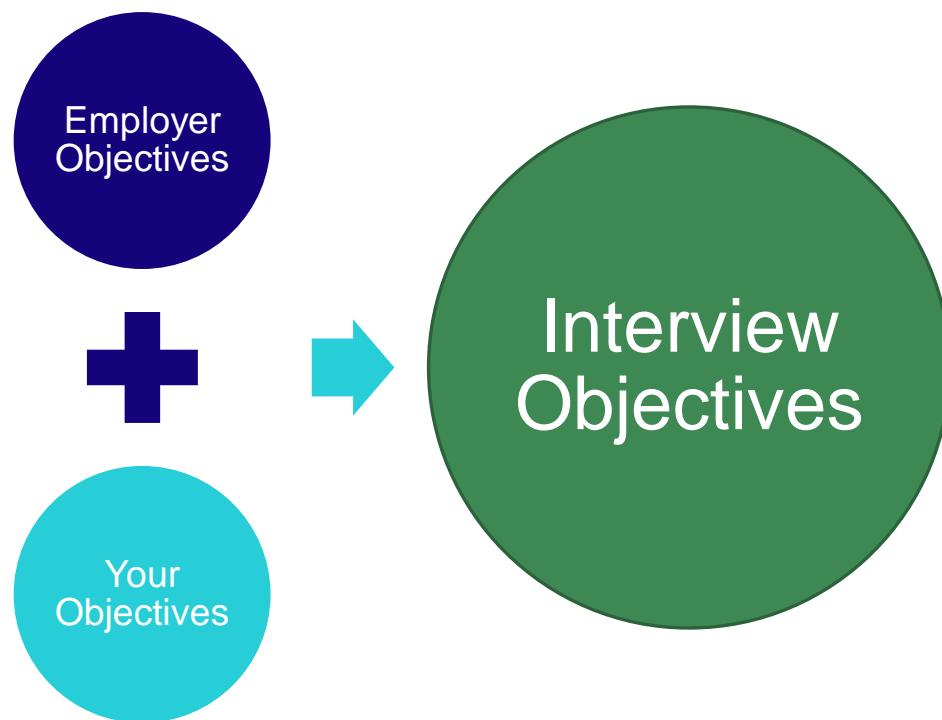
Session 5 Agenda – Interview Techniques

1. Interview preparation
2. Interview experience
3. Questions to expect and to ask
4. Different types of interview
5. Assessment Centres
6. Psychometric Tests
7. Resources
8. Questions and Answers



Interview Objectives

- Interviews can be a **nerve-wracking** process!
- Especially if you're hoping to take the next step in your career and dealing with **more challenging pursuits** than your last interview.
- Employer Objectives
- Your Objectives



Interview Objectives

Employer Objectives

- To find the **best candidate** for the job
- To understand **if you can you do the job?** (skills, abilities, qualifications)
- To understand **if you will you do the job?** (interest, attitude & motivation)
- To understand **how you fit into the organisation?** (personality)

Your Objectives

- Demonstrate you are the **best candidate** for the job
- Demonstrate that you **can you do the job** (skills, abilities, qualifications)
- Demonstrate that **you will you do the job** (interest, attitude & motivation)
- Demonstrate that **you fit into the organisation** (personality)
- Assess position on offer
- Find out more about the employer
- **Impress** the employer

Typical Interview Process

Introduction – process explained by Interviewer

Warm-up Questions

CV/Application Questions

Questions Based on Selection Criteria
- Probing Questions

Questions from You

Interview Preparation

- The best we can do is **prepare!**
- **Mock interviews** with someone you **trust** and are **comfortable taking constructive criticism from** is a helpful way of rehearsing and preparing for questions that might come up.
- Review own skills, experiences and qualities presented on CV.
- Prepare key selling points, strengths and value proposition.
 - **Recall action from previous session:** In one sentence, write down what you would say if you had to convince someone to hire you i.e. what is your value proposition?
- **Research Employer, Role and Interview Panel.** What do you have in common?
- Anticipate questions and identify relevant examples to show you meet the criteria.





- Focus on the **positives!**
- Most jobs don't require you to answer every interview question perfectly, because let's face it, we're all just **human**.
- Your CV works - you are **over the biggest hurdle**.
- The employer wants to know more about you.
- It is a **learning experience!**

Self-Awareness

- **Speak highly about yourself.**
- List your strengths, value proposition and highlight what you bring to the table.
- **Ask Yourself:**
 - Why do I want the job?
 - Why am I a suitable candidate and what evidence do I have of this?
 - What have I gained from my academic/employment/extra-curricular activities?
 - What are my career ambitions/what do I want to be doing in 5 years?
 - What was my best/worst decision, my greatest achievement?
 - When did I work in a team/solve a problem/use my initiative?
 - What are my main strengths and weaknesses?



Body Language

- **First impressions** are very powerful
- Watch your body language
- Watch body language of interviewer
- Entrance, introductions and firm handshake (if applicable)
- **Smile** and make eye contact
- Be aware of own movements
- Open posture
- Relaxed, but alert
- Dress professionally
- **Listen actively** – ‘head nods’
- Sit in the right seat
- Go to the loo beforehand!



Typical Interview Questions

- About you
 - Tell me about yourself – **an opportunity to build rapport by mentioning things you have in common with the interviewer.**
 - Why did you choose Chemical Engineering?
 - What experience have you had that is relevant to this role?
 - What are your major achievements to date?
- About the job
 - What interests you about this job?
 - What do you know about this organisation?
 - What other options are you considering?
 - How do you see your career developing – 5 years?
- General knowledge
 - What do you think about the current state of the Energy sector?
 - What's your opinion of Working from Home?



Strengths Based vs Competency Based Interviews

Strengths Based

- Focuses on what you enjoy doing.
- No right or wrong answer.
- While you're talking about what you like and dislike, **the employer is learning about what you're good (and not so good) at.**
- By identifying your strengths and matching them to the role you'll be happier in your work, perform better, learn quicker and stay with the company for longer.
- A personal approach that allows recruiters to gain a genuine insight into your personality and to see whether they'd be a good fit for the company.
- Difficult to prepare for these, but understand which strengths are required in the role and how you compare.

Competency Based

- Focuses on what you can do based on your skills or competencies.
- The interviewer **systematically asks a set questions, each focusing on a specific skill, and your answers will be compared against pre-determined criteria and marked accordingly.**
- Assumes that past behaviour is the best indicator of future performance.

Strengths Based vs Competency Based Questions

Examples of Strengths Based Questions

- What do you like to do in your spare time?
- What energises you?
- What are you good at?
- What are your weaknesses?

**Strengths
Based**

Examples of Competency Based Questions

- Describe a situation in which you led a team.
- Give an example of a time you handled conflict in the workplace.
- How do you maintain good working relationships with your colleagues?
- What has been your biggest achievement to date?

**Competency
Based**

Effective Story Telling Using the STAR Method

Situation

Provide context and background

Task

Describe problems and challenges

Action

Explain what you did and how

Result

State benefits, time and cost savings, recognitions

Your Questions



- Your questions give away **how much you know**.
- Avoid asking questions that you may already have been told about in the recruitment materials.
- Prepare **two or three questions** in advance.
- Be conscious of time - don't ask too many questions if time has run out.
- If you have had all your questions answered, say so.
- Example topics for questions include:
 - Training programmes
 - Career development opportunities
 - Reporting structure
 - How would you describe the culture here?
 - What happens next?

Post-Interview

- **Follow-up** with an email to thank them for their time.
- Ask for **Feedback**.
 - Feedback is only data – you decide what to do with the feedback – **what can you learn?**
- Invitation to second or final round interviews.
- Assessment centre.
- Psychometric testing.
- Panel interview or Presentation to the Team.
- Rejection letter or email
 - If you can request feedback - use it.
 - Don't get discouraged. There is no failure only feedback.

Never Fail to
Follow Up



Video Interview Tips



- Increasingly popular among large employers and applications to graduate schemes.
- Live or pre-recorded, and will tend to last around half an hour.
- Research and test the format/platform e.g. Zoom, MS Teams.
- Choose your location and background.
- Dress appropriately.
- Use positive body language.

Assessment Centres

- Held at company premises or neutral venue such a hotel.
- Includes social or informal events.
- Meeting with recent graduates or managers.
- Activities include:
 - Group exercises
 - Practical tasks and exercises
 - Report writing
 - Oral Presentations
 - Psychometric assessments
 - Interviews
 - Simulates real work environment



There are 2 main types of psychometric tests:

1. Personality Questionnaires

- Looks at personality style, interests, values and motivations
- No right or wrong answers
- Employers may be looking for particular personality profiles to fit into the team

2. Aptitude Tests - measure skills relevant to position

- Verbal comprehension - evaluate logic of text
- Numerical reasoning - interpret statistical data
- Diagrammatic reasoning - recognise patterns

Watch timing - complete as many as possible!



Free Psychometric Testing Resources

| Resource | Website Link |
|------------------------------------|--|
| Job Test Prep | www.jobtestprep.co.uk |
| Assessment Day | www.assessmentday.co.uk |
| Cubiks | www.cubiksonline.com |
| Graduates First | www.graduatesfirst.com |
| Institute of Psychometric Coaching | www.psychometricinstitute.co.uk |
| Practice Aptitude Tests | www.practiceaptitudetests.com |
| Psychometrictests.com | www.psychometric-success.com |

Interview Techniques Action Sheet

INSTRUCTIONS:

1. Participate in at least **one mock interview** for a role you have identified as interesting.
2. Complete at least one personality questionnaire.
3. Complete at least one aptitude test.

IMPORTANT

- Use this as an opportunity for constructive feedback and to plan your next steps.

1. Feedback and Actions from Mock Interview

2. Feedback and Actions from Personality Questionnaire

3. Feedback and Actions from Aptitude Test

Thank you for listening



Don't forget to **celebrate the little wins** and **be the best version of you** – for you and your loved ones!