Behavioural Interviews

What are they?

“Your past behaviour is the best predictor of your future behaviour”

Behavioural interviews use questions that draw on real life experiences to explain how you might tackle various issues.

Behavioural questions are questions that will directly relate specifically to the role’s selection criteria.
Behavioural Interviews

Why are they used?

Skills and experiences gained in your :-

- studies
- at home
- past jobs
- hobbies / sports
- interests

are very relevant in demonstrating how you might perform in different circumstances

Past behaviour is a fairly accurate indicator of future performance
Behavioural Interviews

How are the questions structured?

Behavioural questions are asked in a way to assess how you would respond:

- Tell me about a time ............
- Can you think of a time where..........?
- Describe a situation where..........?

These questions will often be structured such as:

**Situation** – Stating the situation or problem
**Action** – Looking for what action you took
**Outcome** – Looking at what the results of your actions achieved or taught you
Behavioural Interviews

What are the employers looking for?

Indicators on how you would respond to given circumstances

- How you handled a problem in a particular situation
- The thought process you went through to resolve the situation
- What are the lessons you learnt from the experience

Answers that show you have the skills / competency to deal with situations in a certain way, and match their criteria for the role

To see how well you communicate and whether you have the qualities they are looking for
Behavioural Interviews

How to prepare yourself – Do your Research

Find out as much as you can about the company and the role, the Job Advert will provide the key criteria.
Write down the things you have done in the past that relate to the specific criteria.
Think about how you managed the situation and what you specifically did to solve it.
What were the results / outcome.

Practice - Role Play
WRITE these things down, have a family member practice asking questions – PRACTICE MAKES PERFECT.
Being Prepared

The Interview Process

Summary
Homework

• When & Where
• Who will be doing the interview
  – HR / Project Manager / Recruitment Company
• Special requirements (copies of certificates etc)
• Dress – Corporate or Formal clothes unless advised otherwise
Prepare

• **Research**
  – Company / Industry
  – Role
  – Culture / Climate

• **Make a list of what you can offer**
  – Your Value Proposition

• **Prepare a list of Questions**
  – What do you want or need to know so that you can decide if the job is right for you?
  – Refer to slide on ‘Questions’
Making an Impression

- **Dress Smart** — remember you are trying to impress and set a positive impression

- **Greet with a Handshake** — maintain eye contact when greeting

- **Sit up Straight** — Don’t be a slouch, show your interested in what’s being said

- **Listen carefully / Take notes**

- **Be Yourself**
The Interview

• **Listen !! -:**
  – Remember who is who
  – To the Questions – make sure your answers address the questions

• **Be Positive** – About your ability, show confidence in yourself

• **Sell yourself** – why are you the one that should be hired

• **Give Credit where due** – Where others have helped in achieving your successes

• **Be yourself** – don’t pretend to be something your not or you can’t deliver
?? Questions ??

• Prepare a list of Questions you want to ask

  – What is the Culture of the company?
  – Does the company have Career pathways for employees?
  – Are their learning and development opportunities in the company?
  – What are the working arrangements such as hours of work, leave etc.?
  – What company benefits are available to employees?
  – Where to next, when will be the next interview, when will I hear back from you?
Salary / Wage

- Do your homework on what the job is worth
- Know what you need as a minimum to survive
  - Be honest
- If you are pitching yourself for more than the market pays, say so, but be negotiable
- Don’t be afraid to say ‘no thanks’ if the money offered is not enough to meet your minimum requirements.
References

- Prime your Referees
  - What is the job you're going for
  - Types of things they will be looking for

- Use Referees who are supportive of you
  - Don’t put forward Referees who you didn’t get along with

- Make sure you use Referees who know you and your work
  - Recruiters are skilled at questioning Referees, using a false Referee can damage your chances