

employABILITY



Interviews

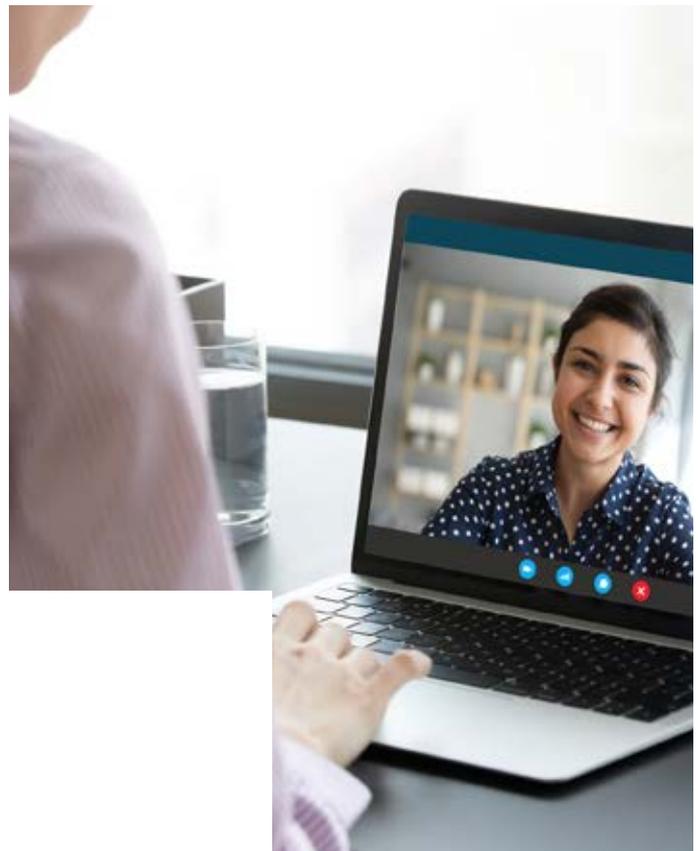
A job interview is an opportunity for you to meet with potential employers to see if you are the right fit for the company and if the company is the right fit for you. The employer will ask you questions about your experience, education, skills, goals and personality. This is essentially everything that should already be covered on your CV.

Who attends the interview?

One-to-one interview: In this scenario, you are interviewed by just one person (usually the person in charge). This is commonly just a simple question and answer session

Panel interview: You will be interviewed by at least two people. Often to ask a wider variety of questions and allows the employer to gauge a wider opinion on you and your skillset

Competency interview: You will be tested on different situations e.g. 'tell me about a time when you demonstrated strong communication skills'. Competency questions may also be asked in one-to-one and panel interviews



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Interviews

How can interviews be conducted:

Face to face interview: This will be in person with one or more interviewees, normally at the company's offices, this is the most common scenario

Telephone: Telephone interviews are conducted over the phone, this scenario emphasises the importance of good verbal communication skills, though it can be hard to develop a relationship as you cannot see the interviewer

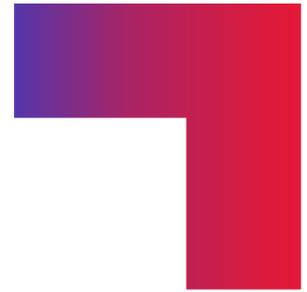
Video calls: These are normally conducted over Skype, Zoom or Teams. These work well as you don't have to travel and can still see each other, but does rely on a stable internet connection!

TOP TIPS

- 1 Non-verbal communication is key**
Standing and sitting straight, eye contact and a firm handshake all portray confidence
- 2 Ask questions**
The interviewer will ask you the majority of the questions, but be prepared with questions of your own. This shows enthusiasm and helps you to stand out
- 3 Listen**
Take in everything the interviewer says. This gives you the best opportunity to successfully answer their questions and shows good communication skills
- 4 Don't talk too much**
Be clear and concise in your answers, use appropriate language and examples. Be sure not to repeat yourself
- 5 Answer the question**
This might sound obvious, but remember to stick with the original question and answer clearly. Portray confidence but not arrogance

FAQs

- 1 What should I wear?**
Dress professionally and make an impression, you don't necessarily have to wear a suit, but you should aim to dress appropriately for the job that you are applying for
- 2 How can I practice for an interview?**
Rehearse questions that you are likely to be asked in advance, get a family member to help you. Know your CV inside out by reading through it several times
- 3 What should I bring?**
Bring printed copies of your CV and cover letter/personal statement. They may not be needed but this shows your interviewer that you are organised and prepared. You may also need ID such as a passport or driving licence, but the interviewer should make you aware of this in advance
- 4 How do I stand out?**
Give interesting answers, be enthusiastic and do your preparation by researching the company and the role that you're interviewing for



Interviews

Basic interview questions

- Why are you interested in this position?
- Tell me a bit about yourself
- What are your strengths?
- What are your weaknesses?
- Where do you see yourself in 10 years' time?
- How would your friends describe you?
- What attracted you to this company?
- What gives you job satisfaction?
- What is an area that you would like to improve on?
- What makes you stand out from the other candidates?
- How did you hear about this position?

Behavioural interview questions

- Can you tell me about a time where you have had to demonstrate strong communication skills?
- Can you give me an example of having to work to tight deadlines?
- Tell me about the last project you worked on, what was the outcome?
- Give me an example of when you went above and beyond your responsibilities at work
- Can you give me an example of you working effectively as part of a team?
- Tell me about a challenge that you have faced and how you overcame it
- What is a difficult decision you've had to make in your career?
- Can you give me an example of effectively working with customers/clients?

Questions to ask employers?

It's good to have some questions for your interviewer prepared. This shows that you have done your preparation and are enthusiastic about the role. Some common questions include:

- What are the career development opportunities like for this position?
- What are the benefits of working for this company?
- What are the company's long term goals?
- Who would I be working most closely with in this role?
- How soon am I likely to hear back about this position?