By the end of this session you’ll:

• Appreciate the variety of interview styles.

• Understand what’s assessed at interview.

• Understand what’s behind an interview question and how to structure an answer.

• Be able to compose yourself before, during and after an interview.
Recruitment tools:

- CVs & Applications
- Cover Letters
- Interviews
- Psychometrics
- Situational Judgement
- Assessment Centres
Types of interview:
What kind of tasks and activities do you both like and dislike at work? How do you believe these likes and dislikes would match the role you are interested in at AstraZeneca?
Look good on camera!

Images © Thomas Angus, Imperial College London

[Images showing different poses and expressions]

[Links to Imperial College London's Careers Service and blog]

Careers Service
www.imperial.ac.uk/careers

wwwf.imperial.ac.uk/blog/photography/2020/04/01/looking-better-on-video-calls
Treasure Lock

There is a lock on a treasure chest. It has \( n \) buttons on it. To open the lock, you can press all the buttons in a certain order. When you push a correct button, it stays pressed. And when you push a wrong one, buttons are reset to their initial state.

Some sample code is already provided, please fill missing code at line 15.

Input
The number of buttons \( n \).
Constraints: 1 \( \leq n \leq 2000 \)

Output
The number of times you have to push the buttons in the worst case scenario.

Example
Input:

Output:
2
Conversation
Not
Interrogation
Top 25 skills for 2025:

- Analytical thinking and innovation
- Active learning and learning strategies
- Complex problem-solving
- Critical thinking and analysis
- Creativity, originality and initiative
- Leadership and social influence
- Technology use, monitoring and control
- Technology design and programming
- Resilience, stress tolerance and flexibility
- Reasoning, problem-solving and ideation

Type of skill:
- Problem-solving
- Working with people
- Self-management
- Technology use and development

[For more information, visit: www.imperial.ac.uk/careers]
[For full report: www.weforum.org/agenda/2020/10/top-10-work-skills-of-tomorrow-how-long-it-takes-to-learn-them]
Behind all questions:

Can you do the job?
• *Skills (Tech & Soft)*

Will you do the job?
• *Motivations*

Will you fit in?
• *Personality*
What happens next:

You’ve been invited to interview for a job next Friday afternoon at 13:00.

What do you do between now and then?
Preparation:

Know yourself
• *Skills Audit, CV etc.*

Know the job
• *Job Advert/Description*

Know the organisation/sector
• *Website, News, Social Media etc.*

Know the practical details
• *RSVP, Logistics, Clothes, etc.*
Research the organisation:

<table>
<thead>
<tr>
<th>Strengths</th>
<th>Weaknesses</th>
</tr>
</thead>
<tbody>
<tr>
<td>(What does the organisation do well?)</td>
<td>(What does the organisation not do well?)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Opportunities</th>
<th>Threats</th>
</tr>
</thead>
<tbody>
<tr>
<td>(What are the areas for development? How could you contribute?)</td>
<td>(What are the potential threats? How could you mitigate these?)</td>
</tr>
</tbody>
</table>

Consider the competitors, economic and political factors, brand reputation and innovation.
Research the organisation:

**MarketLine**

*MarketLine Advantage is a leading source of market research information. It contains company, country and industry intelligence, with research and data extending across every major marketplace in the world.*

[www.imperial.ac.uk/admin-services/library/subject-support/business/market-and-industry-information](http://www.imperial.ac.uk/admin-services/library/subject-support/business/market-and-industry-information)
Corporate values:

• Innovative
  • “We are a game-changing technology creatively solving customer problems.”

• Passionate
  • “People + Product + Passion = Splunk”

• Disruptive
  • “We strive to lead, not follow, while continuing to disrupt the market.”

• Open
  • “We are open and honest in our interactions.”

• Fun
  • “We are committed to this environment of having fun and working hard at the same time.”
Communication:
Body language:

• Smile
• Firm Handshake (*not during Covid-19*)
• Maintain good eye contact
• Sit up reasonably straight and still
• Don’t sit with your arms folded
• Speak clearly but not fast
• Modulate your voice
• Dress appropriately
Types of question:

• Generic Questions
• Strength Based Questions
• Situational/Competency Questions
• Behavioural Questions
• Specialist/Technical Questions
• Unusual Questions
Tell Me About Yourself

- Introduce yourself
- Talk about your background
- Mention your experiences
- Describe your interests
- Explain why you’re interested in their opportunity
The STAR Framework (competencies):

**Situation**
- Set the scene. Be specific.

**Task**
- Explain the objectives/task.

**Action**
- What did you actually do?

**Results**
- What were the results? What did you learn?
When have you led a team? *(150 words)*

I was nominated to lead a team of 5 during a group project in the second year of my MEng. Within 6 weeks we prepared and tested several code scripts, wrote a technical report and delivered a 15 minute presentation to academics and industrial partners. I identified the strengths of individuals within the team and assigned a series of tasks that best suited each person. I set in place a series of meetings to enable team members to report back on progress and therefore allow reallocation of resources should anyone fall behind with their work. Before we ventured into the laboratory I ensured we had constructed a project plan and that all members of the team were clear on their role and responsibilities.

We completed the assignment on time and were award a high 2:1 grade overall. This experience taught me the value of clear communication in meeting project deadlines.
Confidence:

- Relax
- You’ve impressed on paper
- Listen to the question
- Don’t rush to start talking
- Be clear and concise
- Practice using STAR
- Keep things in perspective
- Breathe deep
Completing the interview:

• Prepare your own questions
• Reflect on the experience
• Note any difficult questions
• Ask for feedback
• Keep the door open for future opportunities
Top tips for interviews:

• Prepare well in advance.
• Know yourself, the job & organisation.
• Re-familiarise yourself with projects and coding principles.
• Listen to the question carefully.
• Structure your answers.
• Be self-aware.
• Practice makes perfect!
Analysing questions:

Why have you applied for this opportunity at XXXXX?
This question is exploring your motivation and is a chance for you to show you have thought how the opportunity may suit your longer term interests/goals. Be as precise as possible and demonstrate you’ve researched the organisation/role and considered your future. You may also want to highlight your key skills that make you a strong candidate.

Why are you suitable for this role?
This explores your skills, abilities, knowledge and experience (SAKE). It also looks to identify if you can match these to the role and evidence your motivation for applying. Essentially it is asking “what value will you bring to us”.

Careers Service
www.imperial.ac.uk/careers
Analysing questions:

List your work experience and positions of responsibility. Start with your most recent experience. For each role give a short summary of your key accountabilities in two or three sentences. The recruiter has asked for a list but they do require some detail in relation to this. Emphasis aspects of previous roles that relate to the position you’re applying to.

Please detail your suitability for the position. This open ended question is your opportunity to evidence your skills and motivations. Ensure you match your answer against the key skills found in the job specification. You should be detailed yet concise. In general a statement should be between one and two pages long unless otherwise stated.
Analysing questions:

Give an example of your ability to work with conflicting deadlines and how you cope with pressure.

This question seeks information about your time management, diary and organisational skills. The recruiter is looking for evidence of how you plan your work and prioritise. ‘Work pressure’ can be both exhilarating and debilitating and this sort of question probes your approach to handling pressure and meeting deadlines.

Give an example of how you’ve researched/analysed complex information. What methods did you use and how did you present your findings.

This question could be used to explore your problem solving abilities. The recruiter has placed specific emphasis on discussing your approach so they are likely exploring your planning and organisation skills too.
Analysing questions:

What activities come naturally to you?
What are you most proud of & why is it significant?
Do you prefer to start or finish a task?
Do you communicate differently with different people?
How do you stay motivated?
What makes a good day for you?
What does success mean to you?

These questions explore what activities engage and energise you. They seek to assess your personal attributes, inherent values and core strengths that underpin your personality, learning styles and work ethic. Often the best answers are honest but also connect with the values of the organisation.
Analysing questions:
Covid-19 related:

• What have you learnt about yourself during the pandemic?
• How do you balance delivering high quality work with your mental wellbeing?
• What did you do to develop your skills during the pandemic?
Further Support
Seminars & Workshops

**Essentials**
- Discussion based seminars exploring core knowledge
- Typically 50 - 60 minutes

**Labs**
- Highly interactive practical workshops
- Typically 90 - 120 minutes

**Discoveries**
- Sector specific placement and internship pre-recorded information and resource links.
1-2-1 Appointments:

We offer a series of 1-2-1 careers appointments from CV checks to longer referrals for more in-depth discussions on your career future.

Book via JobsLive
Autumn Term Careers Fairs:

**Finance & Banking Careers Fair**
Wednesday 06 October 2021

**Consulting Careers Fair**
Thursday 07 October 2021

**Life & Health Sciences Careers Fair**
Monday 18 October 2021

**Engineering Careers Fair**
Thursday 21 October 2021

**IT & Technology Careers Fair**
Thursday 28 October 2021

Careers Service
www.imperial.ac.uk/careers

www.imperial.ac.uk/careers/whats-on/careers-fairs
Next Friday @ 13:00 GMT

Pi-metrics, online tests & immersive exercises…
The Careers Service
Sherfield Building (L.5)
South Kensington Campus
London SW7 2AZ

Monday - Friday
10:00 – 17:00

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