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## Interview Training – Session Structure

### Stage 1

- Identification of what the employer is looking for in this role – competencies, attributes, skills, experience, proven abilities, etc
- In each case we identify the competency/attribute/skill/experience/proven ability/etc, and then elaborate to identify:
  - Why the employer is looking for each one
  - Evidence that you have have each one (or as many as you possess)
- This Stage is started by you through the filling out of the **Key Issues** form prior to the session. If you haven't filled out the form, we fill it during the session: if you have filled out the form, we may fine-tune it during the session. If you have filled out the form, it is important that you email it to [liam.horan@slinuacareers.com](mailto:liam.horan@slinuacareers.com) before the session.

### Stage 2

- Mock Interview & Feedback approach – individual questions followed by feedback from us, plus we invite you to make observations on your own answers (we record your answers, to assist our assessment of them).
- Thus we gradually work on your answers so that you start to frame them in such a way as to convince the employer of your worth. We do not overhaul your 'natural' communication style – rather, we tweak your existing style. That way, you will find it easier to incorporate these changes into forthcoming interviews.
- In the Mock Interview & Feedback approach, we take you through:
  - Direct Questions
  - Indirect Questions
  - Secondary/Clarification Questions
  - Technical Questions
- As this Stage unfolds, we will:
  - Touch on our four-step Method for answering Direct Questions
    - But, we are ever mindful of not tampering with your 'natural' communication style – as we believe to do so will not bring long-lasting benefits that you can incorporate into your interview performances in the future
  - Discuss what you need to prepare for to deal with Competency-based Questions
    - All recordings are supplied to you by email afterwards

### Stage 3

- If time permits, we will carry out a slightly more formal Mock Interview, where we will go 'into character' and ask you a succession of questions (generally five or six questions)
- We also talk about how you should approach the last couple of days before the interview – reducing the amount of information you are taking on board, right down to the postcard-size note you bring with you

### Stage 4 (afterwards)

- We email you written and audio feedback from the session, identifying the key areas we feel you need to focus on as you prepare for the interview
- This feedback will include pointers on any specific company/product/service research or interview practise we feel you need to do
- Where appropriate, you update your **Key Issues** form based on items raised during the session
- In the build-up to the interview, you can ring or email us with any queries you have
- If you wish to book a full Mock Interview, please let us know. Full details on our Mock Interviews are contained here: <http://bit.ly/aNn5X1>

*The ultimate outcome is to arm you with an approach that will allow you to successfully conquer interviews from here on. The structure we propose aims to give you the confidence to achieve that goal.*