



Watson's Lane, Ballinrobe, Co. Mayo / Drum East, Bushy Park, Galway
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Candidate Name:

Role Applied for:

(Please note, you should amend this Key Issues form for every new role you apply for – adding in unique elements of the new role and/or deleting ones that don't carry over from the previous job. Of course, many of the elements will be common to all jobs)

Write Yes in the boxes alongside the phrase that describe your current interview performance:

I get nervous, lose confidence	
I find it hard to give more than Yes/No answers	
I feel I talk around in circles	
I feel I am incoherent	
I talk too much	
I find it hard to make eye-contact	
I go into too much detail on my previous jobs/studies	
I don't think enough about the job I'm being interviewed for	
I have not done an interview for a long time	
Other:	
Other:	

Please fill out the sections on the following pages with 'Key things' the employer is looking for. Ideally, list the 'Key Things' in order of importance to the employer, but this is not essential.

* The term 'things' is deliberately vague on our part. 'Things' could include skills, attributes, attitudes, competencies, personality traits, etc. They must be 'things' specific to the role in question. They may not appear on the Job Spec, but they are the 'things' that, when cited and proven in the interview, should get the interviewer nodding in agreement/approval. This information should also be what you would tell the employer if they never asked you a single question in the interview – in essence, it's what you know they need to hear/know.

In our Interview Training Sessions (<http://bit.ly/cr9Kpc>) we work with you to show how you can use information you fill in on the forthcoming pages to your benefit in the interview

Example of how to fill out the sections

Key thing the employer is looking for in the successful candidate:

- Ability to work well under pressure

Examples that you prove you possess/embody this 'key thing' – or other examples that show you can successfully obtain it?

- When I worked at ABC Ltd, I worked to five deadlines per day – and had an excellent record of achieving them
- I have worked in the newspaper industry previously, where pressure is part and parcel of the job
- In my community work at 123 Community Centre, we had huge pressure to get the playground built in time for the summer festival. We had to get grants approved, the contractor in, the job done, tested for safety, and opened. I chaired the committee and not alone had I to work to deadline, but I had to keep others working to the deadline too. That taught me a lot about my ability to work under pressure.

Reasons why this is important to the interviewer/in this role?

- This particular role involves meeting three production deadlines per day, so there will be three potential periods of pressure – successful candidate must be able to handle that pressure
- This sector is a pressurised one in terms of low room for error – the margin on each item we produce is small – so every one we produce must be perfect – this creates pressure on the successful candidate

No 1. Key thing the employer is looking for in the successful candidate:

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Examples that you prove you possess/embody this 'key thing' – or other examples that show you can successfully obtain it?

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Reasons why this is important to the interviewer/in this role?

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No. 2 Key thing the employer is looking for in the successful candidate:

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Examples that you prove you possess/embody this 'key thing' – or other examples that show you can successfully obtain it?

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Reasons why this is important to the interviewer/in this role?

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No. 3 Key thing the employer is looking for in the successful candidate:

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Examples that you prove you possess/embody this 'key thing' – or other examples that show you can successfully obtain it?

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Reasons why this is important to the interviewer/in this role?

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No 4. Key thing the employer is looking for in the successful candidate:

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Examples that you prove you possess/embody this 'key thing' – or other examples that show you can successfully obtain it?

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Reasons why this is important to the interviewer/in this role?

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No. 5 Key thing the employer is looking for in the successful candidate:

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Examples that you prove you possess/embody this 'key thing' – or other examples that show you can successfully obtain it?

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Reasons why this is important to the interviewer/in this role?

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No. 6 Key thing the employer is looking for in the successful candidate:

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Examples that you prove you possess/embody this 'key thing' – or other examples that show you can successfully obtain it?

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Reasons why this is important to the interviewer/in this role?

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No 7. Key thing the employer is looking for in the successful candidate:

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Examples that you prove you possess/embody this 'key thing' – or other examples that show you can successfully obtain it?

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Reasons why this is important to the interviewer/in this role?

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No. 8 Key thing the employer is looking for in the successful candidate:

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Examples that you prove you possess/embody this 'key thing' – or other examples that show you can successfully obtain it?

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Reasons why this is important to the interviewer/in this role?

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No. 9 Key thing the employer is looking for in the successful candidate:

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Examples that you prove you possess/embody this 'key thing' – or other examples that show you can successfully obtain it?

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Reasons why this is important to the interviewer/in this role?

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If you wish to add more Key Things, simply copy and paste sections from above

An answer 'structure' for you to consider for Me-led Answers – but only as a guide. We will discuss this in our session. Ultimately, everyone has their own 'natural' way of communicating, and we work with that 'natural' style, rather than trying to impose a new style. Please note, the order is reversed for Them-led answers, as we will also discuss in our session.

<p>1. Answer the question (“I feel I am very strong in this area...)</p>	<p>2. Give examples that prove (“I can give some examples that I feel show I have what you are looking for in this regard...)</p>	<p>3. Give overview/why/context (“I understand/ appreciate why you feel this is important in this role...)</p>	<p>4. Summarise first 3 parts - “To summarise/recap...” - “Yes I feel I have the attribute/skill/experience you are looking for in this area...” - “I understand why it is important...” - “and I hope the examples I have given help to show you that I have what you are looking for in this area...”</p>
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An answer 'structure' for you to consider when asked an 'indirect' question – a question such as 'tell us a little bit about yourself' – where you have to divert the answer to somewhere of benefit to you, even though the question does not obviously lend itself to such diversion. We work on this in the interview session. Again this 'structure' is only a guide, as we will work with your current communication style, rather than seek to overhaul it completely: this provides the most valid and long-lasting outcome for you.

<p>1. Answer the question - deal directly with the question asked - and spend appropriate time on this.</p>	<p>2. Then slowly bring your answer to an area where you can showcase yourself to the employer (we call this part of the answer The Bridge). Your answer may feature a mix of 2 and 3 above. You will learn to mix these effectively. 2 = context and overview; 3 = examples you have that prove the point you are trying to make/score.</p>	<p>As per 2. Don't try to do too many examples as it will a) make the answer too long, and b) confuse the interviewer, who has already been taken across The Bridge, and will get 'lost' if you to go far.</p>	<p>4. Summarise - but remember to summarise all the way back to the start - not just what you introduced. Summarise, too, the direct answer you have given to the actual question they posed.</p>
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NEW! Interview Training by Skype or Google Talk – includes video link-up: <http://bit.ly/gEUKWB>

Where do your strengths lie? Where do your weaknesses lie? What questions are you likely to be asked in interview? Personal Profiling provides crucial information for you: <http://bit.ly/I3I4LN>