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Skype Interview Training – Session Structure

Duration: Two hours

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 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 before the session. Filling it out beforehand makes the session much more valuable for you.

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 may:
 - 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
 - The full session is recorded, and supplied to you afterwards

Stage 3

- We 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 feedback from the session, plus the full audio recording of it, 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
- We offer a Skype Mock Interview service too, and this is something many of our clients like to do about two days after the Interview Training Session. Full details are available here: <http://bit.ly/uCijTP>

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.