

# Interview Techniques

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**A TRADITION OF  
INDEPENDENT  
THINKING**



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Coláiste na hOllscoile Corcaigh



# Interviews are.....

- Preparation 70%
- Presentation & Delivery 30%

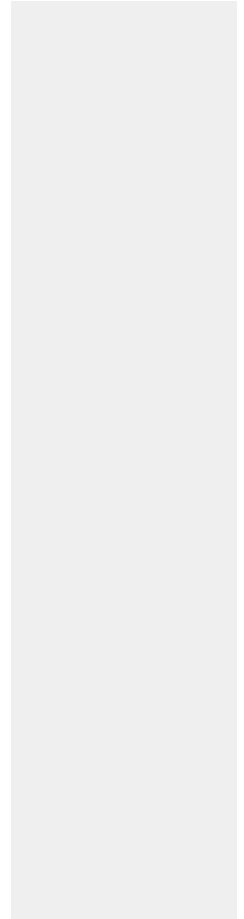


# Preparation



5 strands

1. Do your research into the organisation
2. Get ready for the questions
3. Prepare your professional presentation
4. Practice your responses to questions
5. Manage your nerves & practice self care



# 1) Do your research into the organisation

- Look closely at the organisation- their objectives, mission and values
- Does the organisation have a strategic plan? find out their plans and future direction?
- What are the organisation's current challenges?
- What opportunities has this organisation identified for future work
- Read up about the organisation – recent achievements, successes
- What language do they use to describe themselves and the work that they do?
- Read recent annual reports?
- Look at their competition – what are they doing that's different?

## 2) Get ready for the questions

- Examine the criteria for appointment
- What experience, skills and abilities are set out as requirements for appointment
- Prepare examples to address each of the criteria using the C,D,E,F model



# Sample job requirements...

- **Minimum Qualification Requirements:**
- Master's degree in a scientific, health, communications, technology, health outcomes, or public health related field.
- 3 years' experience medical communication / pharmaceutical industry.
- 2 years' experience in leading/managing a key part of portfolio or business process.
- Experience leading others, including relationship and team building, setting expectations, holding others accountable, and technical coaching.
- Strong scientific communication skills, including extensive experience in writing, reviewing, and publishing scientific materials and the ability to appraise scientific literature and raw data critically.
- Ability to communicate clearly and succinctly with all audiences and forums through exemplary oral and written communication skills.
- Successful completion of writing exercise.

# Getting ready for the questions– using the C,D,E, F model (Gannon, 2019)

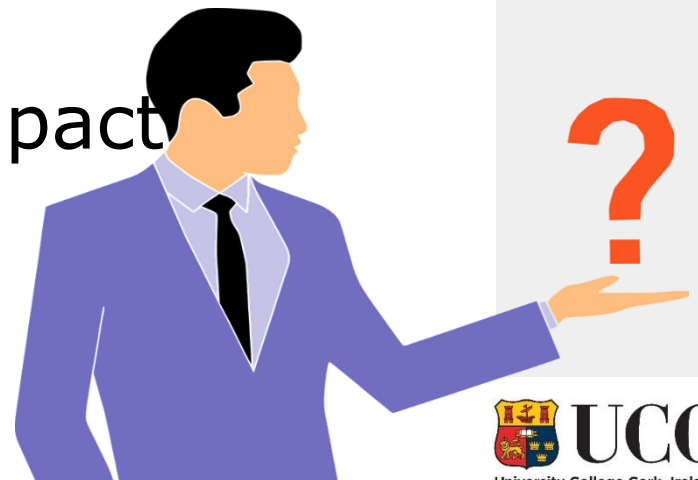


**C**onfirm that you possess the ability/skill/strength

**D**escribe your example – be focused and concise

Provide **E**vidence of the impact

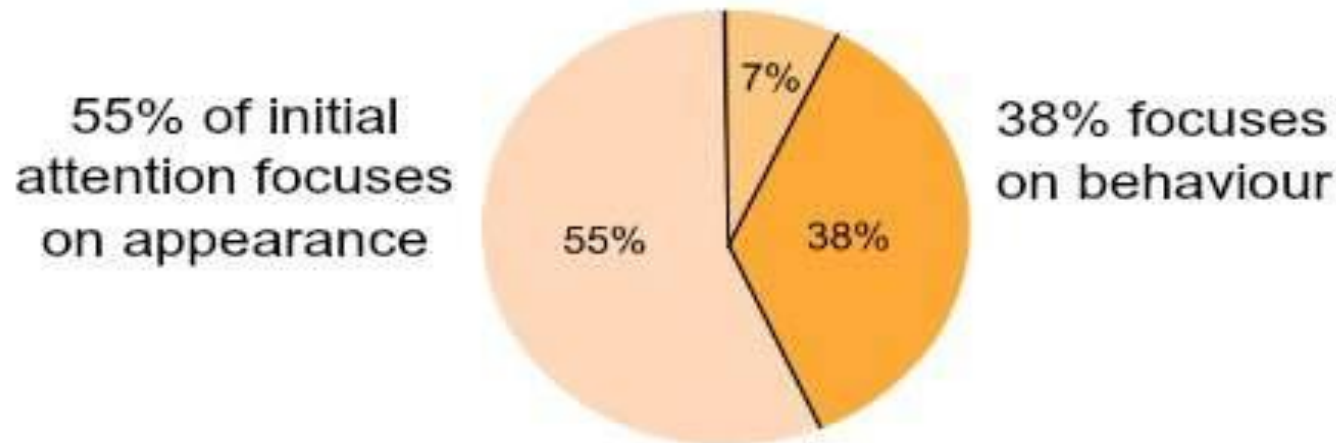
Demonstrate **F**uture focus





# (3) Prepare your professional presentation

Statistics show that...



55% of initial attention focuses on appearance

38% focuses on behaviour

leaving only 7% of attention to hear what is being said

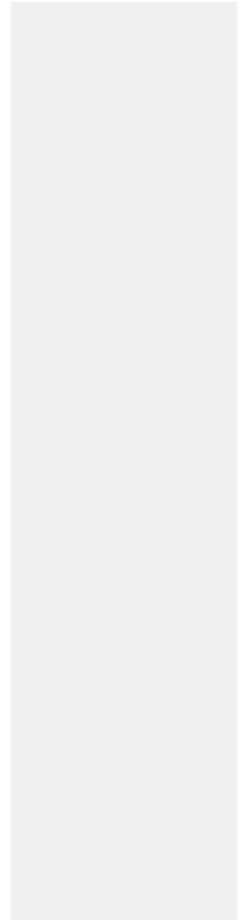
# Preparing your professional presentation



## Our non verbal communication

- Facial expressions
- Eye contact
- Body posture
- Gestures
- Silence
- Vocal tone, speed, pitch, volume, number and length of pauses,
- Use of space

*Seek feedback from others*



# Communication Skills Your Interviewer Is Looking For

"Tell me about yourself"  
"What is a major challenge you faced?"  
"Why do you want to work here?"  
"What are your pet peeves?"

Listening  
skills



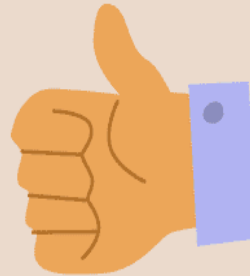
Respect



Confidence



Brevity



Friendliness



Nonverbal  
communication



Empathy

# Prepare your professional presentation

Be **friendly & courteous**

Identify the **pull** factors – what is it that makes you excited about this opportunity?

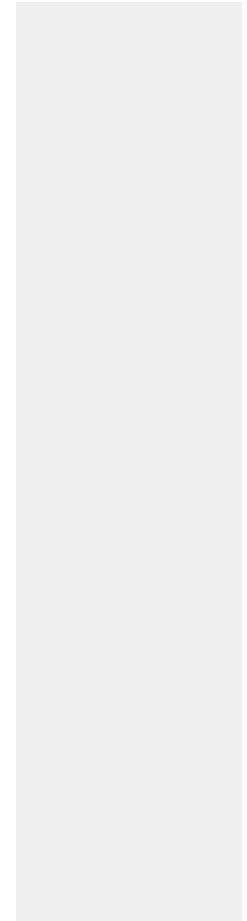
**Do not demonstrate negativity** i.e. blaming others for something that mightn't have worked out

**Don't talk too much about yourself** – refocus on the company – its needs and what you can bring!

Stay **focused** on the question asked

# (4) Practice your responses to the questions

- Be ready for the opening question – your motivation for the position
- Use the criteria to prepare questions
- Ask a friend or family member to assist
- Practice answering the questions in a focused manner using the C,D, E,F model
- Get used to hearing the sound of your voice
- Get familiar with the model



# (5) Tips for managing nerves

Breathing Techniques

Mindfulness

Practice visualisation

Positive self talk

# (5) Self Care

- Stay well hydrated
- Avoid excess caffeine
- Get good quality sleep
- Eat well and exercise
- Create boundaries between life and interview preparation

# Any questions?



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