

## Transcript: Short Guide to Job Interviews

Welcome to this guide on job interviews. We have broken down this process into a series of easy-to-follow steps.

A job interview is designed for employers to find out the answer to three questions: can you do this job, will you do this job, will you fit in?

Our steps-based approach will help answer each of these questions and take you from candidate to colleague.

To make this journey, you will need to prepare, plan and perform.

Prepare:

Review the role you are applying for and how it matches your CV and the application you made.

Research the employer, their projects and work culture. This helps you understand how they work and what they are looking for.

Learn about the interview format. Is it online or in person?

Focus on key requirements as set out in the job description.

You can schedule a practice interview with one of our career consultants or use our online tool [Shortlist.me](https://www.shortlist.me) for self-assessment.

Most job interviews will begin with a question similar to 'tell me about yourself.'

This is a chance to explain your background, what you have learned and what key skills you have developed.

You don't need to only talk about academic work - your time in clubs or societies and part-time work is just as relevant. Then connect your experiences and interests to the organisation for impact.

Most employers will ask competency-based questions. These are designed to evaluate your past experiences and how you may perform in future. The STAR method is a great way to answer this type of question. Break your response down into the situation, the necessary task, the action you took and the result.

Similarly, they may use scenario questions, where they ask how you would respond to a situation in the role. This is designed to test your problem-solving skills. You need to show how you would handle a challenge. It can also be helpful to reflect on previous similar experiences for this question type.

Make sure to list your strengths during the interview. This shows self-awareness and what you will bring to the job. You should mention how you work with others if relevant during this section. This demonstrates how you will work on a team and how you may fit in. After the interview, remember to reflect on what went well and areas for improvement.

Thank you for watching this Trinity Careers Service video. Best of luck in your next interview.