

Career Essentials: Interview Skills



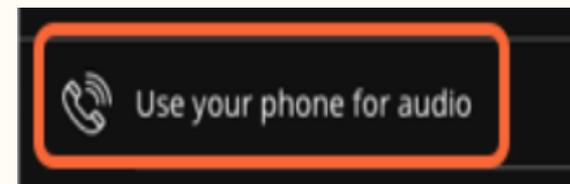
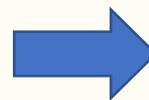
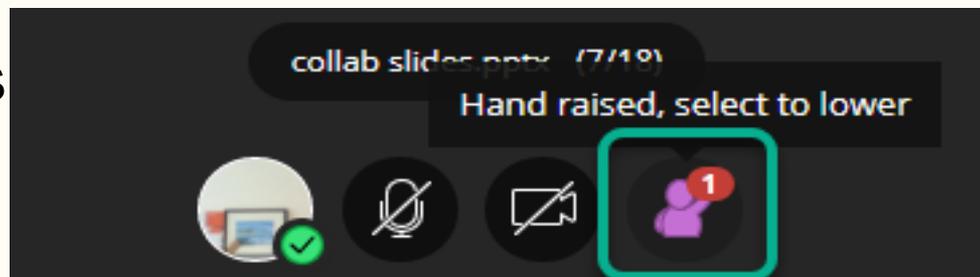
The session will
begin at 1pm

Interview Skills

Online & In Person

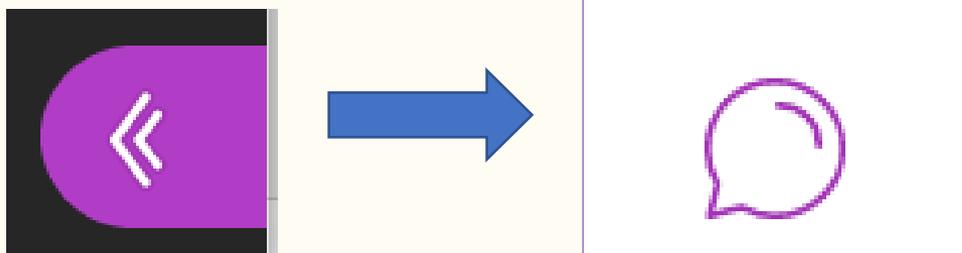
Dr Calum Leckie, Careers Consultant, UCL Careers

1. Check your sound settings on your device
2. Try leaving the session and re-joining
3. Use the menu tool (top left) and select “use your phone for audio”



Attendance Register

If you joined using a name that is not the student name you are registered with please introduce yourself in the chat box (for the register).



What we'll cover

- Video Interviewing top tips
- Most common question types
- How to prepare for, & tackle, common questions
- Interviews for Research Positions

Institute of Student Employers / AGCAS

- Surveyed employers, late April- early May
- 179 employers, 72 % large (250+ employees)
- Entry level recruitment – graduate level positions least affected (down 12% compared to 23% all levels)

Autumn 2020 predications

- Interviews – nearly 60% to be remote
- Assessment Centres – 50% remote

www.ucl.ac.uk/careers/news

www.ucl.ac.uk/careers/careers-coronavirus-faqs

Association of Graduate Recruiters: survey of 900 members

- 46 % Use initial telephone interview (*or recorded video*)
 - Graduate recruitment staff
 - Outsourced to specialist agencies
- 61% had 1st round interview
 - On campus, regional centres, head office
- 90 % Had assessment centres
 - Further interviews & other selection methods



‘Values Based’ Interview Based on **behavioural / competency** questions

Technical Interview - present you with some scientific information, then ask you some questions about it.

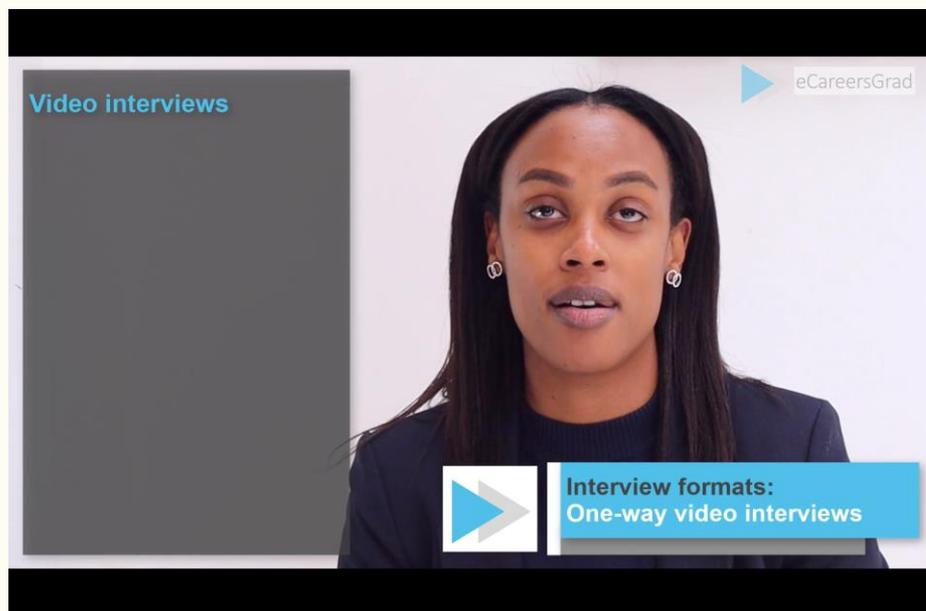
15 minute presentation *‘The research project which has excited me the most, and how the skills I developed can be applied to the pharmaceutical industry’*

Group Exercise



'Interview Success' eLearning course

Raise Hands if you can see / hear the video clips OK



www.ucl.ac.uk/careers/applying/interviews

From wired.co.uk

‘An April 2020 survey of 1,110 US companies by Creative Strategies showed that 27 % of businesses primarily used **Zoom** for video calls and meetings, compared to 18 % that used **Teams**, and 15 % that used **Skype**’

Anecdotally

KPMG, IBM and *Fujitsu* having been using Zoom

Online Interviewing: You & your Environment

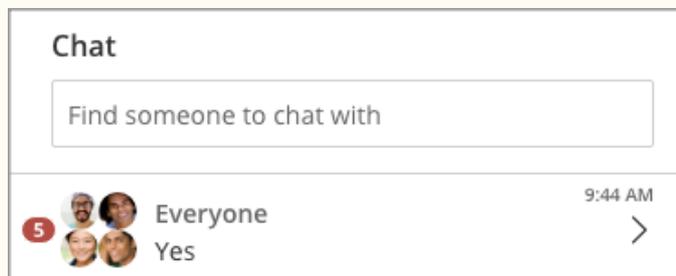
- **Body Language:** Eye on camera, lean forward, smile, voice – good volume & intonation
- Professional Attire
- Non-distracting **background** (try blurring), lighting – natural is best.
- No extraneous **sounds** or physical distractions
- Don't login too early, leave quickly!
- Beware passivity – at start, initiate chat

Online Interviewing: Your Technology



- Test software – **picture** quality & **audio**
- **Connectivity** – check speed. (<18 mbps = pixilation or lag) – wifi booster, mobile wifi hotspot
- Headphones + built in mic or invest in a stand alone mic.
- Close any software that plays notification sounds
- Plug in your laptop (don't rely on your battery)
- Practice: e.g. ***InterviewStream***

Your Experience



Have you had an interview before?

What kind of questions did you get?

Interview Questions

Biographical - Talk us through your CV

Motivational - What attracts you to this position?

Competency – Give an example of when have you worked successfully in a team?

Strengths Based
Technical
Industry Specific

Case Study
Hypothetical / Scenario

Your USPs

Unique Selling Points

- What have you done that others haven't?
- What achievement are you most proud of?
- What are you best at?

BIOGRAPHICAL

- Assume not read CV.
- Aim for approx. 2 mins
- **Degree** – examples of relevant modules, projects, skills
- **Work & Volunteering** – some examples & what learned. Any relevant - highlighted
- **Extracurricular** – interests & personality

Preparation for biog. questions

What ...

...did you highlight in your application?

...needs further explanation?

...are your USPs?

...is in the job specs?

MOTIVATION

Why have you applied to the NHS Management Training Scheme?



1. Reasoning

"..in terms of being rewarding.."

"..supporting ministers in leading the nation's health and care programmes.."

Why have you applied to the NHS management training scheme?

01:42

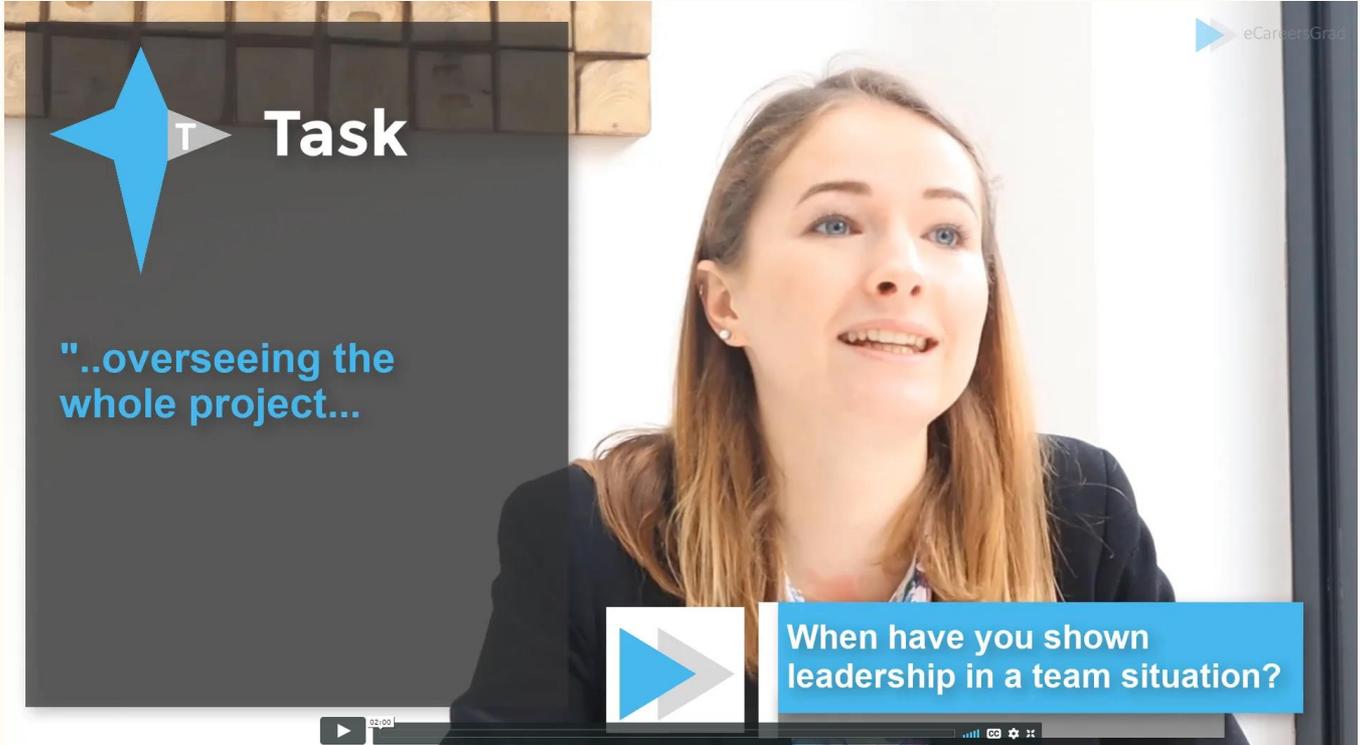
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eCareersGrad

- Multiple reasons for interest – uses a reasoning, Research, Relevance approach
- Evidence of **in-depth research**, providing examples specific to the organisation & job
(Link role needs with your strengths i.e. self reflection)
- Evidence of how the candidates knowledge, experience, strengths & skills will **benefit the organisation**
- Demonstrates long term **commitment** – career goals consistent with the job

COMPETENCY

When have you shown leadership in a team situation?



The video player displays a woman with long brown hair, wearing a dark blazer, speaking. To her left is a dark grey slide with a blue star icon and the word 'Task' in white. Below the star, the text reads: **"..overseeing the whole project..."**. A blue play button icon is overlaid on the bottom center of the video. A blue banner at the bottom right of the video contains the text: **When have you shown leadership in a team situation?**. The video player interface includes a progress bar at the bottom with a play button, a timestamp of 02:00, and various control icons.

COMPETENCY

- **Structure** the answer – STAR
- Spend most time on '**Actions**'
- Explain **what** you did & **why** you did it
- Provide **examples** and anecdotes – bring the story to life
- Good to summarise **learning** & how will come in useful

Graduate Life Science Analyst

This company is a highly successful and growing healthcare consultancy, specialising in evidence-based medicine and market access.

The Role

They are seeking a Life Science graduate to join their Systematic Review team. As a systematic review trainee, you will be **supporting Directors** on **delivering projects** and contributing to the company's overall vision of improving how value is communicated within the industry so that patients get access to treatment they need.

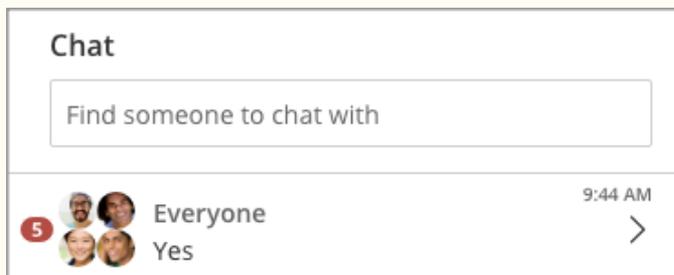
This exciting role will involve:

- Undergoing training in systematic review methodology.
- **Identifying and synthesising** evidence and **research**.
- Data collation and **analysis**.
- **Communicating** your work with the **team**.

Requirements:

- 2.1 level or above in a Life Science or numerical related subject (undergrad or postgrad).
- High level **attention to detail**.
- Strong **numerical skills**.
- Excellent communication.
- Keen interest in Life Science.
- Strong Excel skills.

Advert sourced on [indeed.co.uk](https://www.indeed.co.uk)



STRENGTHS

- What do you enjoy most about teamwork?
- **What tasks are always left on your to-do list?**
- Describe a successful day. What made it successful?

Strengths Based Interviews

- **50%** employers use strengths, **76%** use competencies (ISE 2019)
- Focuses on what you **enjoy** doing, rather than what you can do (as in a competency-based interview) *Prospects.ac.uk*:

STRENGTHS

What would you consider about yourself to be a strength?

The video player shows a woman with long brown hair, wearing a dark blazer over a patterned shirt, speaking. The video title is "NHS management scheme: What would you consider about yourself to be a strength?". The player includes a play button, a progress bar at 00:08, and the Vimeo logo.

- Use appropriate examples to bring their answers to life – note, can use STAR
- Relate strengths and weaknesses back to the role where possible
- **Body language and delivery of answers has energy and purpose.**

General Interview Advice

- **Listen.** If you need to, ask for clarification before answering
- **Pause** before answering to provide a concise and appropriate example.
- **Structure:** At start or summarise at end e.g. *Three key things I'd like to highlight..*
- Don't like your answer – if time, ask to provide another
- Talk about your **achievements**, but avoid being arrogant.
- At end ask questions. An interview should be a two-way process

Research Positions

Standard Interview Questions

- Why this Research Assistant Position, why this PhD?
- What are your long term career goals

Past Research Questions – *Could be after a presentation*

- Talk me through the aims & objectives of your masters project
- Why was this question important
- Why did you use this methodology?
- What were the outcomes & impact

Interest in Research Area

- What are the most recent developments in this area?
- Tell me about a paper you read and why you think I should read it?
- What do you think should be investigated next, why?



www.ucl.ac.uk/careers/applying/interviews

Further Support

Graduates First - case study exercise, in-tray exercise, presentation exercise, group discussion exercise

InterviewStream – Video interviewing practice

Interview Coaching with a Careers Consultant

www.ucl.ac.uk/careers/about/advice/pi

When you have an interview confirmed

60 minutes with feedback

Send booking form to careers@ucl.ac.uk

Talks May 2020

Interview success: in person and online	21 st
Improve your CV	22 nd
Connecting with Employers Remotely	26 th
Sourcing Jobs & Work Experience	27 th
Considering a Masters	28 th
CVs – small groupwork	29 th

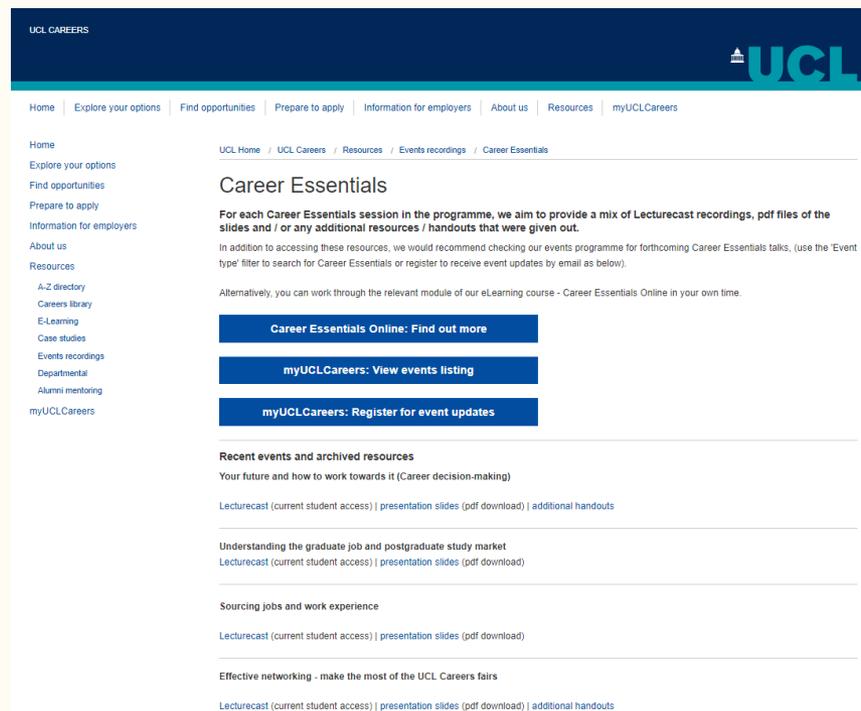
Talks June 2020

Your Future and Working Towards It	
How to Build Your Skills & Experience Without an Internship	
CVs – small groupwork	
Linkedin	

Slides

www.ucl.ac.uk/careers/resources/slides/career-essentials

Search 'UCL Career Essentials'



The screenshot shows the UCL Careers website page for Career Essentials. The page has a dark blue header with the UCL logo and a navigation menu. The main content area is white and features a sidebar on the left with a list of links. The main content area has a title 'Career Essentials' and a paragraph of text. Below the text are three blue buttons with white text. The page is divided into sections by horizontal lines.

UCL CAREERS

UCL

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Case studies

Events recordings

Departmental

Alumni mentoring

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UCL Home / UCL Careers / Resources / Events recordings / Career Essentials

Career Essentials

For each Career Essentials session in the programme, we aim to provide a mix of Lecturecast recordings, pdf files of the slides and / or any additional resources / handouts that were given out.

In addition to accessing these resources, we would recommend checking our events programme for forthcoming Career Essentials talks, (use the 'Event type' filter to search for Career Essentials or register to receive event updates by email as below).

Alternatively, you can work through the relevant module of our eLearning course - Career Essentials Online in your own time.

[Career Essentials Online: Find out more](#)

[myUCLCareers: View events listing](#)

[myUCLCareers: Register for event updates](#)

Recent events and archived resources

Your future and how to work towards it (Career decision-making)

Lecturecast (current student access) | presentation slides (pdf download) | additional handouts

Understanding the graduate job and postgraduate study market

Lecturecast (current student access) | presentation slides (pdf download)

Sourcing jobs and work experience

Lecturecast (current student access) | presentation slides (pdf download)

Effective networking - make the most of the UCL Careers fairs

Lecturecast (current student access) | presentation slides (pdf download) | additional handouts

Any Questions?

