



interconnect

The network for women studying
Science, Engineering,
Technology and the Built
Environment in Scotland

Preparing for an interview

So you've sent in the application form and waited with nervous anticipation to hear back. Finally the call comes through to the next round; you've got an **interview**. Congratulations! This is a great achievement.

So what next – how do you prepare to meet the recruiter face to face?

Well of course there's picking the outfit you'll wear, working out which bus to get to the interview location and parking is. But have you thought about preparing for the questions themselves?

"But I don't know what they'll ask?" I hear you say.

Well, you might not know exactly, but you can take a good guess at working it out.

Many companies now look for you to demonstrate the **competencies** that they are searching for. But what is a competency? Dictionary.com states that competence is "possession of required skill, knowledge, qualification, or capacity to do something." A competency is the skill, knowledge or capacity that the interviewer is looking for you to demonstrate.

So put yourself in the recruiter's shoes, if you were interviewing someone for a job – what skills, knowledge and capacities would you look for? Here's a list of some of the ones we came up with at an Interconnect workshop. These might change a bit depending on the job you are applying for and I'm sure you can come up with one or two more.

- Team Working
- Leadership
- Initiative
- Analytical Skills
- Communication
- Positive Attitude
- Decision Making
- Reliability

So now that you have worked out what the interviewer will be looking for, how can you use this info to prepare for the actual interview?

Attached is [a little worksheet](#) that will help you do just that. As you can see the list of the competencies are on the left hand side and on the right is plenty of space for you to write down times when you have demonstrated a competency. Think back – you could have shown leadership in your part time job, strong communication skills in your college work or a positive attitude in when you volunteered for something.

One piece of advice. Don't do this on the bus on the way there – although better late than never! Give yourself a chance you can to get the job, set aside some time before the day of the interview and come up with as many as you can. That way on the day itself, you've already thought of them all and you can take a moment to remind you of your achievements before you go in.

Oh – and the other great thing about doing this? You'll feel great about yourself. As you write down all the achievements you have achieved and the skills you have developed, you'll realise just how much you have accomplished. This will come through at the interview.

So what are you waiting for? Good luck and let us know how it goes!

Please feel free to forward our newsletter onto friends and colleagues. A PDF version will be available on our website shortly.

Kind regards

Allison

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We are funded and supported by the Scottish Funding Council, the Scottish Resource Centre for Women in Science, Engineering & Technology, the European Social Fund, the UKRC, Edinburgh Napier University and NUS Scotland

