

## ADVICE FOR CANDIDATES

### TYPES OF INTERVIEW

Interviews can take many formats. Some interviews simply involve questions between you and your interviewer. Others may include a computer-based test or a presentation.

Make sure you ask your recruiter for as much information about the interview as possible beforehand so you can prepare.

In terms of interview question styles, there are two main types: 'normal interviews' and 'competency based interviews'. It is important to understand and prepare for both.

#### **Normal interviews**

Normal interviews (also called unstructured interviews) are essentially a conversation between you and interviewer, during which you will be asked questions relevant to what they are looking for. In an unstructured interview, you will be judged on the general impression that you leave.

Questions are fairly random and can sometimes be quite open, for example: "Tell me about yourself." "What can you offer our company?" "What attracted you to the role?" Normal interview questions do not test a skill or competency, but are instead intended to gather general information about you.

Prepare for unstructured interviews by reading through your CV and the job description, and jotting down all your experience and successes relevant to the role. Then write and learn a concise answer to each of the questions above, making sure you cover everything the role requires.

In normal or unstructured interviews, the process is subjective, so remember to build rapport with the interviewer and leave them with a good overall impression of you as an individual.

#### **Competency-based interviews**

Competency based interviews (also called structured or behavioural interviews, skills based or situational interviews) are more systematic, with each question targeting a specific skill or competency.

Competency based interview questions relate to your behaviour in specific circumstances, which you then need to back up with concrete examples. Examples might be "tell me about a situation where you needed to work as a team to achieve a positive outcome" or "describe a time you had to resolve a conflict at work".

**CLD Recruitment (Leeds) Ltd**

1 City Square

Leeds LS1 2ES

**Email:** [info@cldrecruitment.co.uk](mailto:info@cldrecruitment.co.uk)

**Web:** [www.cldrecruitment.co.uk](http://www.cldrecruitment.co.uk)



Your answers to competency based interview questions should follow the “**STAR**” approach: (1) Describe the **S**ituation, (2) Explain the **T**ask you were given, (3) Describe what **A**ction you took, (4) Explain what **R**esult you achieved.

All CLD Recruitment permanent candidates receive full career planning, application and interview advice from a dedicated consultant.

To find out more and register with us, call 0113 829 3380 or search our jobs online at [www.cldrecruitment.co.uk/jobs](http://www.cldrecruitment.co.uk/jobs)

**CLD Recruitment (Leeds) Ltd**

1 City Square

Leeds LS1 2ES

**Email:** [info@cldreruitment.co.uk](mailto:info@cldreruitment.co.uk)

**Web:** [www.cldrecruitment.co.uk](http://www.cldrecruitment.co.uk)