



# Interview Guide



# Give your voice **a video.**

We've taken the time to develop a structured candidate interview questionnaire, matching those already used by leading companies. It's based on the STAR approach (Situation, Target, Action, Result).

We've also integrated digital video recording so you can pre-record your response to each individual question separately. We'll then automatically stitch the video together for you afterwards. All we ask is that you do your final recording of each response at the same sitting. That way the video will be seamless!

**With PeopleHawk you'll only ever have to do one first interview!**

# Interview Questions

You will be asked one question from each of the 10 sections below. You will have a maximum of 2 minutes for each answer. To ensure quality and consistency you should complete the final recording of the entire Digital Interview in one sitting.

## Introduction

Thanks for agreeing to take this interview.

Could you please introduce yourself and tell me a little about who you are?

## Career Choice

Can you tell me how, and why it is that you ended up in your current career?

Or

What is it in particular that interests you about your current role?

Or

Can you tell me about what you are currently studying and why you chose that course?

Or

Can you tell me about what you are currently studying and why you chose that course?

# Key tips

To help you get started -

- Find a suitable spot
- Still background (neutral wall, drawn curtains)
- No distractions / noise
- Good lighting
- Maintain eye contact with your camera
- Keep each answer concise
- Where appropriate, answer using the STAR approach (Situation, Task, Action, Result)
- Re-record each answer as often as you like
- Relax and don't forget to smile!



**Interpersonal Skills**

*I would like to ask you a question about your interpersonal skills.*

Tell me when you had to manage or resolve a conflict between two or more colleagues.

Or

Describe a situation which required you to be sensitive to the needs of colleagues.

Or

Tell me about a disagreement you had between you and someone senior to you.

**Problem Solving**

*I would like to ask you a question about problem solving.*

Describe a situation in which the cause of a problem was not initially clear.

Or

Tell me about a time where practical improvements needed to be made based on large amounts of data.

Or

Can you explain a time when you needed to solve a problem using abstract, lateral thinking?

NOTES:

Lined area for taking notes, consisting of 15 horizontal lines.



