

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

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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!

Personality Strengths

I would like to ask you a question about your personality strengths.

Can you explain how your personality strengths have helped you in your current career? Or

Can you explain how your personality strengths relate to your current role? Or

Can you give me an example of how and where you've used those strengths? Or

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Organisational Ability

I would like to ask you a question about your organisational abilities.

Tell me about a time when you were required to produce something to a high standard, within a fixed period of time.

Or

Describe a time when effective time management skills were key to success.

Or

Give me an example of where a strict, challenging deadline had to be met.

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?

Judgement

I would like to ask you a question about using your judgement.

Provide an example of when you made a decision based on logical, rational thinking. Or

Describe a situation which required you to adopt multiple points of view.

Or

Tell me about a decision you made objectively, despite your own personal bias.

Innovative Thinking

I would like to ask you a question about innovative thinking.

Tell me about a time when your creative ideas were ignored.

Or

Describe a situation which called for your creative and original input.

Or

Can you explain a time when you convinced conventionally minded people into adopting new ideas?

Integrity & Ethics

I would like to ask you a question about integrity and ethics.

Describe a time when a manager or colleague made a decision which you disagreed with on moral grounds.

Or

Tell me about a time when you felt guilty at work or otherwise.

Or

Can you tell me about a situation where you yourself experienced a conflict of interest?

Conclusion

That all but concludes the interview. Thank you very much.

Before we finish off, is there anything else you would like to say by way of recap?



