

MOTT MACDONALD

Interview tips

If you have been invited to an interview, congratulations!

Here are some useful tips to help you prepare.

The key to a successful job interview is in the preparation

/ The first thing you should do is relook at your application; including your CV, covering letter and application answers. If you've been invited to an interview it's because we were impressed with your application.

/ Do some research about Mott MacDonald and specifically the sector you are interviewing for, the interviewers will expect you to know a bit about the company, and why you want to work for us. The most up-to-date information can be found on our website www.mottmac.com.

/ It may sound simple, but know your degree. Managers will be interested in topics you've covered and projects you've worked on. They will also want to know about any relevant work experience you have

and what you learned. Prepare recent examples that you can use to demonstrate your achievements.

/ If you're looking to pursue a career with Mott MacDonald then you should also have an understanding of what's happening in the industry and how this could affect your future.

/ If it helps you can take notes to your interview. There is nothing wrong with referring to notes but make sure not to read directly from them throughout the interview.

/ Remember through this process the interviewer has three aims:



To learn if you have the right skills and knowledge for the job



To discover your motivations



To decide whether you will fit into the company's culture and team

How to prepare for competency-based interviews

The only way you can develop and succeed in a role is to take advantage of your strengths and to improve on your weaknesses. One of the ways we predict your future performance is to use competency-based questions and your answers to these should demonstrate your skills.

When using competency interviewing techniques the interviewer will ask open ended questions relating to your behaviours in past situations and will try to match these with the requirements of the role. Examples of common competencies include: communication skills, planning and organisation, team work and use of initiative.

To answer competency-based questions you should use the STAR technique:

- / Situation** Outline the situation
- / Task** Outline the task you had to complete
- / Action** Describe the action that you had take
- / Result** Say what the result was and what you learned from it

When answering these questions you need to use your own experience it's easy to lose track of what you're saying if it isn't something you actually did.

If you are prepared, these questions will give you the chance to describe your prouder moments but you should also remember times when things didn't go to plan and how you dealt with this.

We are looking for you to demonstrate the following:

- ! Outline the situation, your particular role and the task of the group overall.
- ! Describe any problems that occurred and how they were tackled eg meeting deadlines.
- ! Say what the result was and what you learned from it.



It's not just what you say that counts

- ! Arrive on time, and know who you are going to meet.
- ! Plan your journey to ensure that you are on time and know where you're going.
- ! Create a good impression – dress smartly and smile.
- ! Use 'I' rather than 'We' even if you worked as a team. Remember that we want to hear about your achievements and what your contributions were.
- ! Relax and don't rush your answers, if you need to take a moment or two before answering a question it's okay.
- ! Maintain eye contact but you don't need to stare.
- ! Don't be afraid to ask questions especially if you're not sure about something, it shows you've done your research and are genuinely interested.
- ! Be conscious of your hand use and don't fidget with props, such as a pen or notebook, as it can distract from what you're saying and make you lose concentration.
- ! Take a copy of your CV and application into the interview and use it as a prompt if you get stuck.
- ! Wear suitable business wear but remember it's not a fashion show.

Finally, be positive and good luck – we look forward to meeting you!