



# Personal Interview Techniques

for **Kate Gillies**

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## Welcome Kate

Your Personal Interview Techniques (PIT) report, is intended to help you select a job that will suit your natural working and learning patterns and also to help you succeed in getting it.

The online assessment you completed measures your natural working and learning patterns. These patterns make up the working style you use to be effective most of the time and they indicate how you will approach new tasks and learning situations. If you use this information to present yourself at interview you are much more likely to:

- get the job you want
- enjoy the work
- succeed at doing the job
- stay longer working for that organisation
- earn promotion

Employers and recruitment agencies normally rely on selecting candidates for interview based only upon their qualifications and experience, but finding the best candidate also involves making sure that the candidate's working style is a good match for the job. Failure to do this will mean that a high proportion of candidates become unhappy in the role and look to leave within a short time - leaving the employer with the expensive and time consuming task of recruiting another person. Meanwhile, the job is not done as well as it could be and the employee is wasting his or her career doing the wrong job.

Your PIT uses well established assessment techniques which are normally expensive and reserved for the final few applicants for senior positions. We have automated this analysis so that the cost can be kept low whilst retaining all of the key elements of a psychometric assessment undertaken by a consultant.

This report is divided into three sections:

- **Welcome:** explains what a PIT is and how to use it.
- **Candidate Analysis:** is designed to be attached to your application for a job. It outlines your key strengths and working style for a potential employer to help set you apart from the other candidates. It should help the employer to see how well you are suited to the job on offer and increase your chances of being offered a job you would like whilst also reducing the chances of you being offered a job that might not suit you.
- **Personal Information:** is for you. It tells you about your strengths and weaknesses, what to look out for in a job and how to conduct yourself at an interview. It suggests some questions that you might ask and points out the areas of work that you would like and those you might not.

Please note that this report is not designed to take into account your qualifications, key skills and experience. These requirements are normally set out in the job advertisement or description and you will be able to tell in advance if you have those qualifications. For example, if the job involves driving you will need a driving licence and your PIT does not test to see if you have one.

Your PIT sets out to identify the working environment that would suit you best; for example if your report says ...avoid jobs which involve group discussions and ones which require lots of detailed fact finding... and you find yourself in a position where this is required, you are unlikely to be happy or do as well as you could.

**Good luck Kate.**

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## Candidate Analysis for Kate Gillies

Kate has undertaken a **Self Awareness** on-line assessment which is intended to identify her natural working and learning patterns. We hope that this information provides you with additional information about her, to help your selection process. Taking account of this data will increase the likelihood of the right candidate being selected. We hope that your successful candidate will be more effective, and quicker to familiarise his or herself with his or her new responsibilities and your organisational culture.

You will still need to check that Kate has the qualifications and experience that you require, but the following information will help you to select the most suitable person in situations where you have many similarly qualified applicants. If you would like to find out more about our assessments, their validation and how you can use the tool to pre-match against your own benchmarks, please visit our website **[www.selfawareness.org.uk](http://www.selfawareness.org.uk)**

### Summary

Kate's qualities are; patience, openness, a relaxed but thorough approach, loyalty, a certain deliberation, accuracy and attention to detail.

Kate would be well suited to roles that involve listening and responding to the needs of others. She will thrive in a working environment which is rational, transparent and fair. In short one which allows her to give of her best.

Kate is likely to work effectively when tasks require a measured pace and thorough consideration before action is taken. her natural style will allow specialist and wide ranging discussions with planned action to follow.

Kate's results suggest that she prefers to know what is expected of her in the workplace and she likes to get things done systematically and within clear operating guidelines. Kate works in a helpful, considerate way and she likes to be fully briefed before being asked to take action.

Kate has personal standards with a structured approach to her work. She will respond very well to sincere, reassuring feedback on her work and will appreciate being in an environment which contains procedures within a formal structure. She will use her very effective people skills to smooth the work flow.

Kate is good at listening and getting things done thoroughly. However, she may not enjoy being rushed into making decisions outside her area of expertise, preferring to think carefully and research things before offering an opinion.

Given a job that she enjoys, Kate is highly motivated when she feels sincerely appreciated and has clear guidelines to back up her actions. She can be relied on to remain approachable and supportive when solving people problems.

Kate should prove to be a fair and supportive team player. We suggest that during induction you should encourage her to put forward suggestions because they will be well researched and logical. If you take the trouble to make sure she feels confident and sincerely valued, the contribution will be maximised.

When working at her best Kate can be discreet, loyal, tenacious, hard working, positive and upbeat. She will support the things she believes in, is keen to get things right and is comfortable contributing to a clearly defined plan. Kate has great listening skills; she is a specialist who cares.

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## Personal information

This section is for you. It discusses your strengths and weaknesses, what to look out for in a job and how best to present yourself at interview. It suggests some questions that you might ask and points out the areas of work you might like and those you might not.

### Your area of 'best fit'

The footprint assessment that you completed does not measure your ambitions and interests. Therefore we cannot include an actual list of jobs within the scope of this report because it could be misleading and no system will produce an exactly matching career path for you.

We can however comment on areas where your unique style will enable you to work very effectively and which will allow your natural approach to be genuinely appreciated.

Your profile suggests that you have an open, relaxed and people focused nature, so avoid roles where you will have to take a forceful and aggressive approach to succeed. Recognition and appreciation feature in your style, so look for roles which will allow you to be recognised for your achievements and which allow your nurturing nature to shine; remember that you can measure success in more ways than just the financial.

It is important that you understand and accept areas of responsibility in a role before you commit to it. No one area of endeavour is likely to satisfy all your motivational needs.

We wish you success in your search and hope that the advice contained in this report helps you to approach interviews with greater confidence and therefore a better chance of success.

An interview should be a two-way process and the process will have failed if the right candidate does not want the job. The interviewer should be trying to persuade you how good the employing organisation is and how attractive the job is, so that if offered it you will accept. This process sometimes happens over a two-stage interview and they might not explain the benefits of the job until the second stage. During the interviews you should gather all the information that you need to decide if you want the job. **Remember that working in a job where your style is not appreciated or required can be very stressful.** It is important to find a role that allows you to use your working strengths and to work in a way that feels comfortable and natural most of the time.

### Interview Strategy:

The best way for you to present yourself at interview will be to let your warm, constant and systematic nature show. You have great natural listening skills but remember to ask questions and be positive and upbeat. Demonstrate flexibility; your private side should show only if you are giving an example of your ability to remain objective when important decisions are to be made. You might feel self-conscious about interviews and presentations, but remember that your expertise and your balanced approach will work well; try to stick to areas that you know you can discuss without a script. Let your ambitious side show, remain confident and try not to take situations or questions personally.

### Preparation:

You are likely to research and prepare very well for an interview situation but try not to do too much. You know that thoroughness is important but your approach may not contain enough variety for some (try bullet points!). Prepare thoroughly but don't just let the facts speak for themselves, you do some talking too; remain open and chatty. In any job you will respond well to the reassurance that you are genuinely appreciated, so try to find out whom you will be reporting to (and if they happen to be interviewing you) so that you can make a judgement about the likelihood of them giving you that sort of support and feedback.

### Your strengths are:

These are some of the areas that your responses indicate are likely to be your workplace strengths. You should look for opportunities during the interview to highlight them. Make sure that you have prepared examples and are able to talk about times you have used them to positive effect... and how this benefited those around you - particularly in a professional and/or collaborative scenario.

1. Your ability to act resolutely and stick to guidelines in a crisis.
2. Your tolerant, empathetic nature and your objectivity.
3. Your listening skills, analytical nature and inclusive style.

These strengths could make you a great asset to a role when an organisation needs someone with a methodical and analytical approach, who can fit smoothly into a team.

### Your possible weaknesses:

1. You may find it hard to appear confident in unfamiliar situations. This may be misunderstood as a lack of interest. Let your chatty and inquisitive nature show.
2. You have a tendency to stick to tried and trusted methods. This of course can be a great strength; but it may come across as negative in an interview so stay positive.
3. Keeping your ideas to yourself. Try to appear more spontaneous and responsive to new ideas.

### Action Plan:

In summary you may give the impression that you are uncomfortable with responsibility or may lack the confidence to

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achieve ambitious targets. To be effective at interview, you should try to take the initiative more often and appear quietly confident. This may be hard because your results suggest that you naturally put others before yourself. Use your preparation skills to support you when you promote yourself and to back up your ideas and solutions.

**Be prepared to deal with:**

Variety and change; this is because you prefer the security offered by methods that are proven over time. You may become frustrated by pushy people who advocate 'change for change's sake' and those who dominate others; but try not to appear negative in these situations.

**Questions you might find tough:**

If your interviewer is professional they may identify some questions that will test your possible weaknesses, so be prepared to respond to questions which ask about how you would achieve 'three things at once'; be ready to give examples. This is because you have the preference to finish one thing correctly, before moving to the next. Your ability to take charge of a group in the face of difficulties may also be checked because your modest nature may be mistaken for a reluctance to take the initiative and lead.

**These should be your mantra:**

Make sure you discuss this list with a person you trust before an interview; this will boost your confidence and help these qualities stand out.

- You will support the things you believe in.
- You are relaxed and meet people easily.
- You are loyal and conservative in approach.
- You like to get things right.
- You have the tenacity to achieve targets.
- You are a great team player.
- You are a specialist who cares.
- You are fluent and diligent.
- You work hard to a clearly defined plan.
- You have empathy and great listening skills.

**Questions to ask:**

- Any good interviewer will be trying to get you to do most of the talking by asking open questions that need more than just a "yes"/"no" answer. They should also give you a chance to ask questions and it is very important that you have some good ones ready. Here are some suggestions:
- Ask who you will be working with and find out as much about them as you can. You also like to feel comfortable working in routines, so try to find out if their procedures have withstood the test of time.
- The ethical stance of the organisation is likely to be very important to you so ask what their policies are.
- Ask about the decision process; will there be any more interviews? How are they likely to let you know of their decision?
- Ask if they have a "job description" and if so, can you have a copy? If they are professional and systematic in their recruitment process they will have prepared a job description before advertising. They should be prepared to let you see it.
- Because you are motivated by the security that a job provides, ask about the uses to which your personal details will be put: the hours, the pay, any pension and holiday entitlement and anything else that is important to you. Remember to ask these questions at an appropriate stage toward the end of the interview process.