

Success profiles – interviewee skills

When you apply for a new job in the Civil Service, you may be invited to an interview so that an interview panel can find out more about you and assess how you meet the Success Profiles for the role. Attending an interview can often make people nervous and those nerves could hamper your performance. This topic will help you present yourself at your best during an interview. It will support you to prepare effectively, manage your nerves and perform well on the day.

Description

The Success Profiles framework assesses candidates against five different elements – ability, technical skills, experience, strengths and behaviours. This topic has been designed to help you reflect on your current interview skills and prepare for future interviews.

You'll focus on managing interview nerves and understanding how Success Profiles elements are assessed during an interview. You'll learn how to structure your answers, and how to get the most out of the interview. This includes using the interview to help find out whether the role you've applied for is right for you.

What does it involve?

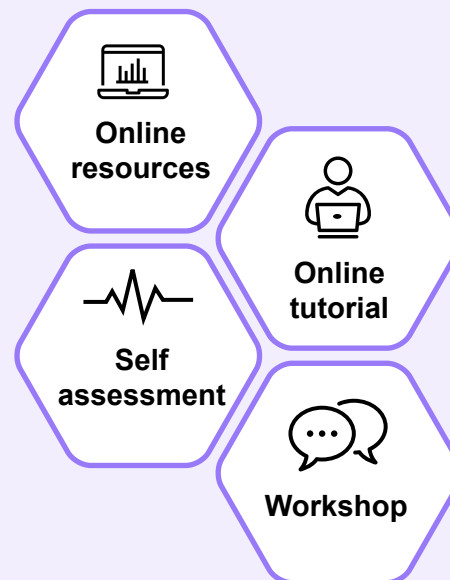
This topic features a number of bite-sized online learning activities, including tutorials, videos and reading material. You will start off with a self-assessment exercise reflecting on your existing interview skills. As well as practical exercises to help you create a strategy to manage interview nerves. You'll learn about the types of questions that you might be asked for different Success Profiles elements. An online tutorial explains how to structure and answer behaviour questions, with a video highlighting best practice in responding to interview questions. Further reading materials at the end of the topic will include a pre-interview checklist to use when preparing for your next interview.

You can also choose to do this topic in a [digital-only](#) format. This comprises a series of online learning activities alongside practical exercises for you to complete in the workplace.

What's the outcome?

Completing this topic means you'll be able to apply techniques to help you effectively prepare for an interview, create a plan to manage interview nerves, and describe the types of questions to expect. You'll also be able to demonstrate techniques which help you to present yourself at your best and structure interview answers effectively.

Learning activities



Delivery method:



Estimated learning time:

4 hours

How to book

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