

Graduate Trainee – Final interviews

**Interview**

1. Chair to go through Housekeeping
2. (All) introduction of name, job title and brief summary of role

CANDIDATE NAME: INTERVIEWER NAME:

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| 1. What did you learn and gain from the assessment centre? |  |
| 2. What are your motivations for applying for the [insert job title] and how does this fit with your future career plans? | Candidate to demonstrate:* An understanding of the organisation and sector and some of the current challenges facing it
* A demonstrable understanding of how work experience gained within a University environment fits with own longer term career aspirations
* Consider areas of strength within answer and points for further development.
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| 3. Could you tell us about a time when you have had to engage with a range of individuals. What strategies did you use to build effective working relationships? What was theoutcome? | Candidate to demonstrate:* Example of where they have engaged with a range of varying stakeholders
* Knowledge of strategies used to build effective working relationships. E.g. Negotiation skills, Listening skills, ability to adapt form of communication used in accordance with stakeholders’ needs.
* Consider areas of strength within answer and points for further development.
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| 4. Provide an example of when you have worked within a group to achieve something. What was your role in the team and how did you work with the other team members? | Candidate to demonstrate:* Ability to work as part of a team and on own initiative
* Excellent interpersonal and communication skills with a demonstrable ability to liaise effectively with a wide range of people
* Consider areas of strength within answer and points for further development.
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| 5. Tell us about a time something didn’t go to plan. What was it, when did you realise and what did you do about it? | Candidate to demonstrate:* Good analysis and problem solving abilities
* Demonstrable ability to use initiative and judgment to resolve problems independently
* Consider areas of strength within answer and points for further development.
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| 6. Tell us about a time when you had to organise and plan something. What was it, how did you manage it and did you achieve what you wanted? | Candidate to demonstrate:* Good organisational and planning skills
* Ability to work with high levels of accuracy and attention to detail
* Consider areas of strength within answer and points for further development.
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| 7. Can you give us an example when you had to use a Microsoft Office programme (for example Word or Excel), what did you use it for? | Candidate to demonstrate:* Good numeracy skills
* Excellent IT skills including Word, Excel, Access and PowerPoint
* Consider areas of strength within answer and points for further development.
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| Do you have any questions for us? |

**Total marks (2 marks for each criteria demonstrated in response 0=not met, 1=partly met, 2=fully met):**

**Interviewer Comments and Feedback for Candidate:**