

HOW TO ACE YOUR NEXT INTERVIEW



Here at HMc we evaluate applications through a multitude of assessments, however none are quite as important as a face-to-face interview with your potential employer. We know not everyone is comfortable doing an interview, so here are a few tips and tricks if you think you will struggle at the interview stage.

1 Prepare for the interview

- Research thoroughly: Study the company's mission, values, products, recent news, your interviewers and the job description to prepare insightful questions.
- Prepare STAR stories: Develop Situation, Task, Action, and Result stories that showcase your skills and experiences. Check out our STAR example on the next page.

2 Practice your interview skills

- Mock interviews: conduct mock interviews with friends, family, or career advisors to practice answering questions and receiving constructive feedback.
- Record yourself: record yourself answering common interview questions to identify areas for improvement.
- A common question you should prepare for is: What weaknesses or areas of development do you have?

3 Create good a first impression

- Be punctual: arrive on time for virtual or in-person interviews. Test your technology beforehand to avoid technical glitches.
- Dress appropriately: choose professional attire that aligns with the company culture.
- Communicate effectively: Listen carefully, articulate your thoughts clearly, and maintain eye contact during virtual interviews.

4 How to end the interview properly

- Come prepared with your own questions to ask the interviewer, E.g. How would you describe your workplace culture? How do you as a manager, help employees through their weaknesses?
- Send a thank-you: send personalised thank-you emails after interviews, expressing gratitude and reiterating your interest in the position.
- If you are unsuccessful you should ask for feedback on how you can improve.

HOW TO USE THE STAR METHOD



The STAR Method is designed to help you structure interview answers clearly and confidently. Standing for Situation, Task, Action, Result, the STAR Method is especially useful for behavioural questions, allowing you to craft concise and informative answers to explain your role, outline what you did, and share the outcome, giving the interviewer a full picture of your skills as a potential employee.

S**Situation**

Explain the situation so that your interviewer understands the context of your example, they do not need to know every detail.

T**Task**

Next, talk about the task, problem, or challenge that you took responsibility for completing, or the goal of your efforts.

A**Action**

Describe the actions that you personally took to complete the task or reach the end goal. Highlight skills or character traits addressed in the question.

R**Result**

Explain the position outcomes or results of your actions or efforts. Here, it is important to highlight quantifiable results.

Example Question and Answer

Question: *"Can you tell me about a time you went above and beyond in your current role?"*

Situation: "I was a part of a team working on a presentation meant to help us secure a major new client for our company. My supervisor got caught in a traffic jam and was unable to make it back in time. It looked like we were going to have to cancel the meeting and potentially lose the client."

Task: "I had been looking for ways to take on more responsibility, so I volunteered to finish up the presentation."

Action: "I worked with my supervisor via the phone, and between the two of us, we were able to go ahead with the scheduled meeting."

Result: "As a result of my initiative, we not only landed the client but I was also recommended for a promotion."