

Interview Framework

Use this form to self-assess your interview performance, scoring it out of **3 for each relevant criteria**. For each section, score 1 if you tick any point in row 1, score 2 if you meet all the criteria in row 2, and score 3 if you meet all criteria in rows 2 and 3.

For interview guidelines and further resources visit

lboro.ac.uk/services/careers/students-and-graduates/applications/interviews/

Motivations

1	<ul style="list-style-type: none"> No answer or motivation provided Points only touch the surface with no understanding shown Motivations are generic and could apply to any company/role/sector
2	<ul style="list-style-type: none"> Answer shows some research has been undertaken and candidate has knowledge of the company/role/sector (could relate to company values, products, services, news, responsibilities) Some reflection takes place to show reasons as to why point is of interest Multiple points are provided
3	<ul style="list-style-type: none"> Shows good understanding of company/role/sector with interest and enthusiasm Provide three points relating to motivations Provides evidence to back up motivation points

Competencies

1	<ul style="list-style-type: none"> Question not answered Situation does not state where and when example took place Task does not show specific context, to make answer understandable, challenges related to competency being assessed, objective of what is trying to be achieved Action uses 'we' to describe how skills were used Action does not clearly demonstrate behaviours related to the skill Result is not included Reflections are not included
2	<ul style="list-style-type: none"> Uses STARR technique Situation states where and when example took place and it is recent (last 2/3 years) Task is specific, challenges relating to competency are clearly outlined and, objective is included Clearly shows what they did which demonstrates behaviours related to the skill Soft (feedback, praise, how you feel it went) or hard outcomes (facts and figures) are included and relate to objective
3	<ul style="list-style-type: none"> Uses STARR technique Action articulates behaviours related to the skill which the employers are looking for Example is a strong and directly relevant example to the role/company Reflections are positive in showing learning about the skill or about self

Delivery

1	<ul style="list-style-type: none"> Difficult to understand verbally what is being said Lack of enthusiasm or energy based of verbal communication or body language A lot of unnecessary detail/repetition in answer and therefore difficult to understand point being made
2	<ul style="list-style-type: none"> Good verbal communication and body language, delivering with confidence, energy and enthusiasm Concise yet articulate and able to deliver points in answer
3	<ul style="list-style-type: none"> Demonstrates good delivery consistently throughout the interview, without dipping in energy Delivery is confident and persuasive

Preparation

1	<ul style="list-style-type: none"> No (or lack of) research into organisation or role – products, services, challenges, skills required, duties to be undertaken, company values No (or lack of) of research on the sector and competitors No news stories read No (or lack of) self-awareness reflection in relation to achievements, weaknesses, strengths, preferences/values, motivations
2	<ul style="list-style-type: none"> Researched company's website, job description, person specification, with full understanding of the job Reflected on how motivations/values align with evidence Reflected on behaviours which relate Researched big and interesting industry and company specific news stories and reflected on these, forming opinions and considering future implications Undertaken self-reflections to consider achievements, strengths, weaknesses, preferences/values and motivations Practised questions

3	<ul style="list-style-type: none"> Undertaken a SWOT and PESTLE analysis to better understand company and sector Attended a mock interview with Careers Network to practise questions Researched stories and information through social media and employee LinkedIn profiles
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Strengths

1	<ul style="list-style-type: none"> Does not attempt to answer the question Gives irrelevant answer Inappropriately goes straight into evidence Lack of self-awareness evident in answers
2	<ul style="list-style-type: none"> Natural responses answering the question Shows considered thought Clearly picks a preference Is able to consider any ambiguous areas of the point
3	<ul style="list-style-type: none"> Provides an engaging, well considered point covering the strengths from a variety of angles and backs up point with evidence

Commercial Awareness

1	<ul style="list-style-type: none"> Does not attempt to answer the question Inaccurate information
2	<ul style="list-style-type: none"> Shows knowledge of relevance Able to show pros and cons Able to introduce topic of discussion well Provides a good summary
3	<ul style="list-style-type: none"> Articulated with confidence Provides own educated opinions and able to back them up Shows good understanding of subject area, with the ability to hold a conversation on subject matter

Technical Questions

1	<ul style="list-style-type: none"> Does not attempt to answer the question Does not show logic in answer Demonstrates no or very little technical competence and understanding
2	<ul style="list-style-type: none"> Shows logic in answer, able to talk about the technical aspects Demonstrates no (or very little) technical competence and understanding
3	<ul style="list-style-type: none"> Correct answer provided with clear logic and technical competence delivered in a confident and clear manner

Brainteasers

1	<ul style="list-style-type: none"> Presents totally inaccurate answer with no thought process Does not answer the questions Gives up without any reasonable attempt made
2	<ul style="list-style-type: none"> Operates with honesty and integrity Attempt to answer the question in a considered manner showing some thought process
3	<ul style="list-style-type: none"> Shows logical and comprehensive thought process with good problem-solving ability If there is a mathematical element to it shows numerate ability

Situational

1	<ul style="list-style-type: none"> Resolves situation in totally the wrong way Does not use any relevant skills or logical thought process Does not answer the question
2	<ul style="list-style-type: none"> Show what you would do, walking through the steps Consider the situation from different angles
3	<ul style="list-style-type: none"> Shows how you would do this (using specific skills/qualities/values/behaviours) Show why you would do it this way (showing thought process)

Self Awareness – e.g. Tell me about yourself

1	<ul style="list-style-type: none"> Unable to answer Provides basic surface information which is a direct repetition of what is on your CV
2	<ul style="list-style-type: none"> Talks through what you have done and are currently doing and their ambition/goals (if appropriate based on question)
3	<ul style="list-style-type: none"> Shows your personality through showing what you enjoyed, what helped develop you, your achievements, challenges, reasons for doing things and what you learnt from them

<p>Score out of 30 (Aim for a score of 24+ discounting points from questions not appropriate for your interview)</p>		<p>Use the following Action Plan to note how you can develop and improve your interview performance.</p>
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Interview Action Plan

Notes and action points to work on

Interview Question Types:

Delivery:

Preparation:

When you have reviewed your interview performance using the framework, you can **book an appointment** to discuss it with the Careers Network team, who can support you with your next steps.

lboro.ac.uk/services/careers/students-and-graduates/book-appointment/