



EMBRACE

Microsoft Embrace Mentoring
Interview Skills



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Session Outcomes

1. Understand how to prepare for an interview, the different kinds & structuring your answers.
2. Tips and Tricks for F2F and Virtual Interviews .
3. What do interviewers look for and how to appropriately prepare.
4. Interviews are a learning experience for growth



Having support helped me see that a learning disability isn't a negative

'Having support helped me see that a learning disability isn't a negative'

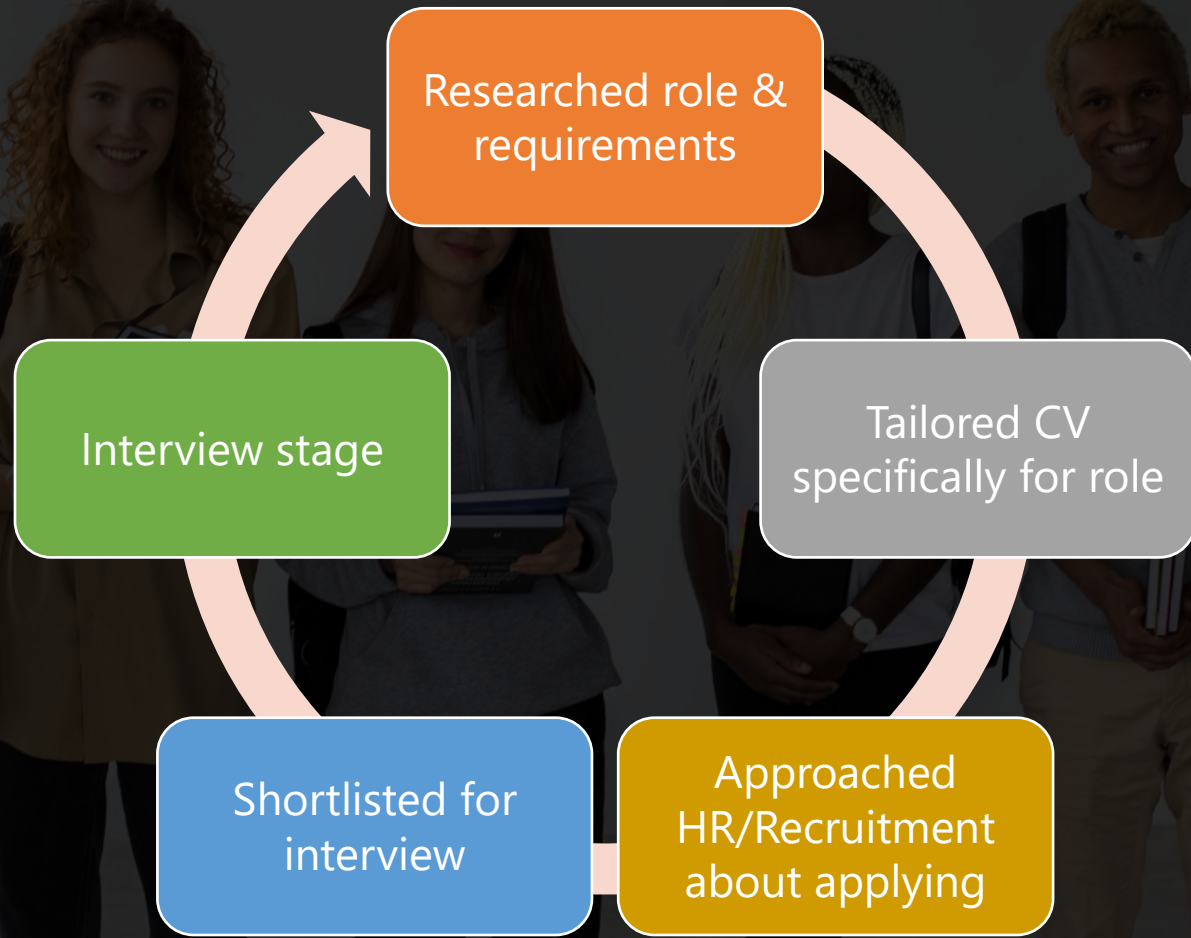
By Kent Business School | 16 March 2023



Business and Management graduate Ruby Hamilton, from Dover, learned to

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Recruitment stages



1

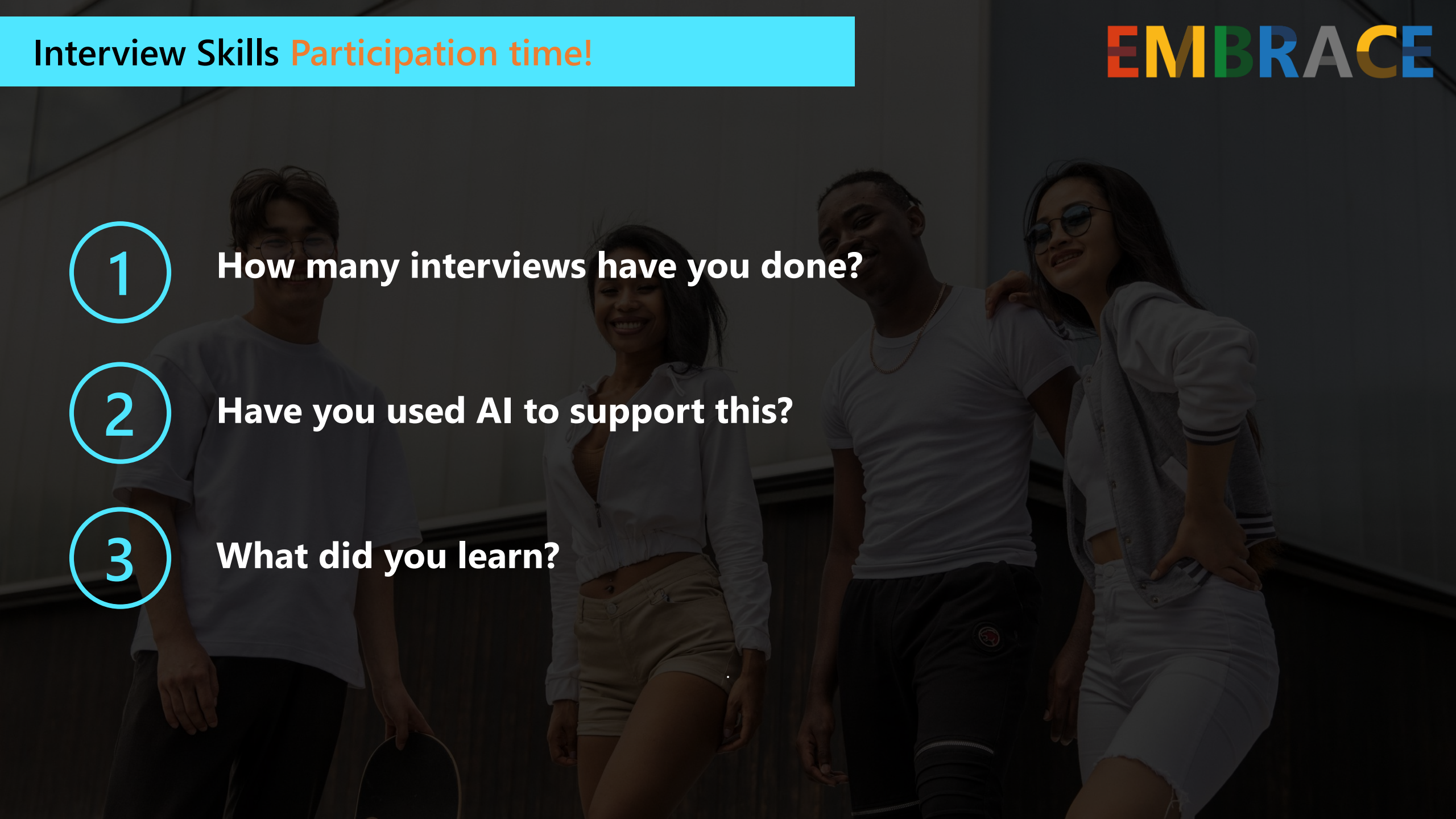
How many interviews have you done?

2

Have you used AI to support this?

3

What did you learn?



Different types of Interviews Questions

One of the most popular types of interviews and one which is used most regularly in used is the **Competency Based Interview or Behavioural Interviewing**

➤ Competency based interviews test whether a candidate has the right skills to succeed in the role they are applying for. This format looks specifically at candidate fit

Example of a Competency Based Interview Question:

- *Can you give me an example of a situation in which you demonstrated your leadership skills?*

Example of a Behavioural Based Interview Question

- *Give an example of a time when you have been part of a group working toward a specific goal. What was your role in the group?*

A yellow rounded rectangular box with a white border containing the text "Interview Preparation".

Interview
Preparation

A green rounded rectangular box with a white border containing the text "The Interview".

The
Interview

A blue rounded rectangular box with a white border containing the text "Interview Feedback".

Interview
Feedback

Interview Prep Using Copilot Demo:

"Create a comprehensive interview preparation pack for a ABC role at ABC. Use the STAR (Situation, Task, Action, Result) framework to map my CV achievements to the job specification. Include: Condensed STAR examples for key competencies as per the below job spec. Practical interview tips tailored to this role (delivery style, company values, common questions). A bullet-point cheat sheet for quick reference during the interview. Ensure the response is in English (United Kingdom), concise, and prioritises measurable results and impact. Structure the output so the most important information appears first." Leverage my attached CV to support these results.

Guidance from a Grad

- **Understand your Unique Selling Point (USP)**
- **Highlight key words from the job spec and learn the company's core values**
- **Take Impervo Workshops**
- **Situational Fluency & Active Listening is everything**
- **Send personal thank you notes**
- **Shape improvement plans**

What if you need to do a presentation?

1

Virtual Vs In-person

2

Focus on emotions and storytelling

3

Get the audience involved





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Microsoft Embrace Mentoring
Interview Skills with an Interviewer

1

Preparation & Readiness - Connections

2

Demonstrate Your Skills... Go Sell Yourself!

3

So What if You Don't Get the Role?



LinkedIn



- **Leverage the Recruiter / Coordinator**
 - Understand the steps of the process
 - What type of Interview is this?
 - Understand £ Package & Benefits
 - Ask for Feedback after the interview(s)
- **Consider interview as a Two-Way engagement**
 - Make sure you have questions to ask!
 - Are you comfortable with the role, company etc.?

Interview Types

- 1:1
- Panel:1
- Assessment Cent

- **Research: The Company**
 - **Company values & mission statement**
 - **Key products/offerings**
 - **Sustainability efforts**
 - **Recent news (mergers, press releases etc.)**
- **Research: The Interviewer**
 - **Anything in-common to break the ice with?**





Considerations

- Interviewer will (probably) be looking for:
 - Evidence of skills required for the role
OR
 - Indicators of desire & propensity to grow and gain these skills
 - Evidence of demonstration of core company values
- Some Interviewer will most probably be "scoring" each candidate

- Professional Skills
- Teaming & Collaboration
- Customer Obsession
- Business Acumen
- Relationship Management
- Technical Intensity

"Tell me a time when"

"Tell me about"

"Describe a situation where..."

Demonstrate Your Skills... Go Sell Yourself!

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- **Ensure your PowerPoint presentation doesn't let you down!**
 - **Colour**
 - **Layout**
 - **Spelling & Grammar**
 - **Content & Context**
 - **Narrative [Avoid reading a script]**
- **Leverage new PowerPoint capabilities to check for accessibility, suggestions etc.**
- **Ask for help from a mentor, coach, friend or family member to review your presentation**

Use Copilot!



So What if You Don't Get the Role?

- ***“Plan for the worst... hope for the best”***
 - **Be confident in approach, but don't be disheartened if it doesn't happen**
- **Take learnings from preparation and delivery experience into the next interview**
- **Ask feedback from Recruiter as to why you weren't the correct fit**

Q&A

1

Update your *LinkedIn* profile, experiences & interests

2

Check your public Social Media presence

3

Think about how you would describe and show evidence of your super-power and/or unique selling point

Name:

Career Development Plan

Career Goal

What's your ultimate career aspiration?

Key Accomplishments (last 6-12 months)

Briefly outline (3-5 bullets) your key accomplishments over the past 6-12 months.

Capabilities Summary

Strengths – identify the strengths you plan to build on in the future; tie to the cultural attributes where applicable
Current Strengths

Key Attribute Assessment

Attribute	Needs Development	Solid	Strength	N/A
Growth Mindset: learn, grow & take risks				
Customer Obsessed: drive value for our customers; understand & use diverse customer insights				
Inclusive Mindset: build on the ideas of others; collaborate				
Team Work: work together to make the company better				
Make a Difference: empower others to do more				

Development Needs – identify specific focus areas and development activities that will enable you to achieve your career goals. Think about feedback you've received when considering focus areas; tie to the cultural attributes where applicable

Development Actions & Timing

Development Objective	Action Steps	Progress Against Plan <i>Use this column during your periodic check-ins to highlight progress</i>

Mentor and/or Sponsor

What would you like your next role to be? What role do you see yourself in after that?
Short-Term (0-2 years):
Long-Term (2-5 years):

If you currently have a mentor and/or a sponsor write their names here.