



Interview Preparation

Top tips to help you bring your best, every time.

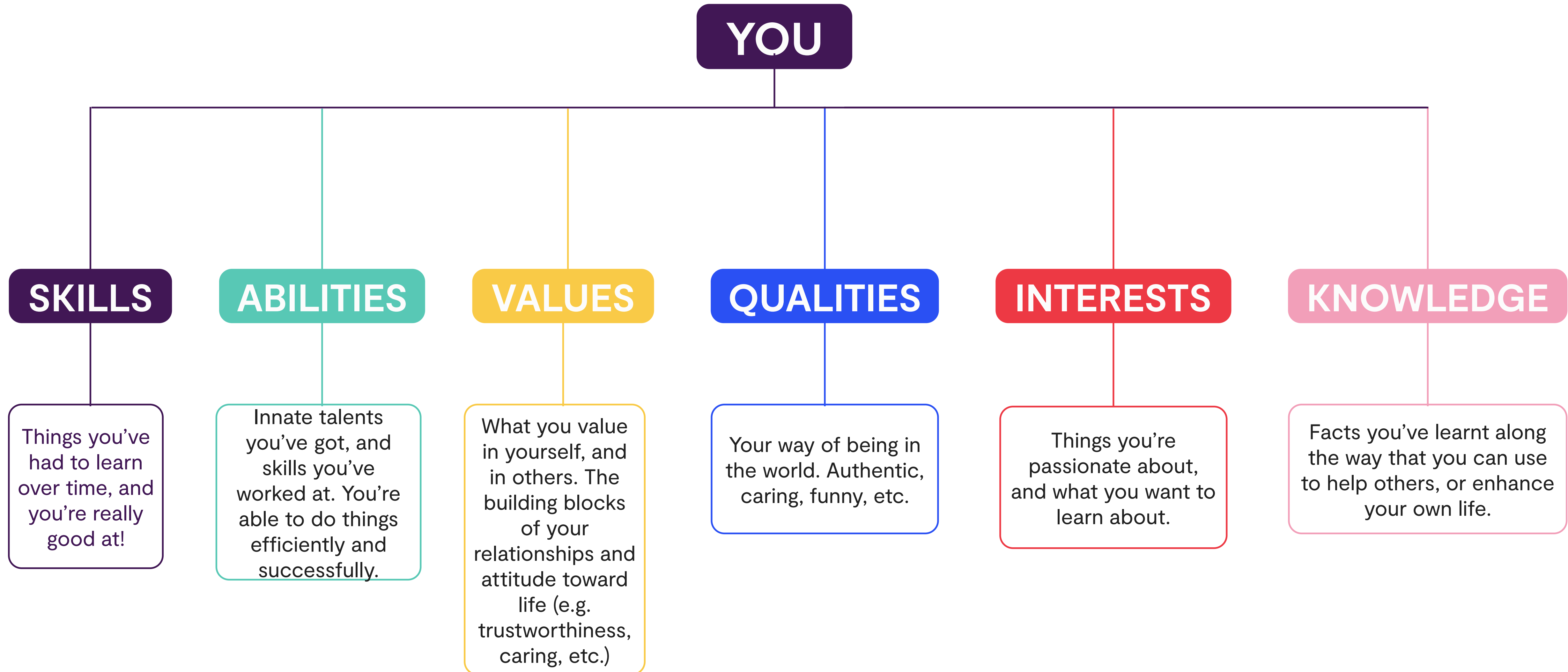




In the following document,
we'll cover...

1. Discovering who you are
2. Preparing for an interview
3. Using the STAR model
4. Presentations & Role Plays
5. Affirmations & Reminders

You are the foundation you build your life on.
Let's discover who you are...What makes you you?





SKILLS

ABILITIES

VALUES

QUALITIES

INTERESTS

KNOWLEDGE

Spend some time getting to know yourself, using these as a guide. Once you've done this, you'll know if the role you've applied for is a good fit for you, what unique attributes you can bring to the role, and to the CCHA team!



Preparing for your big moment!

Interview preparation doesn't have to be scary. It can be empowering as you get to know yourself, and more about the business.

The main thing to remember is to always be yourself, remember your strengths, and enjoy the experience.

This is your time to shine!

1. Research the role.

Spend time researching the role and finding out what it involves. Look at the job description, and understand the tasks your role will require you to do on a day to day basis.

Getting a good idea of what the role requires you to do will allow you to understand where you can thrive, what you might need to learn, and what you can bring to the role.

If you've got any questions, call the point of contact on the job advert. They'll be happy to answer any queries you might have, and help you understand how the role fits into the wider business.

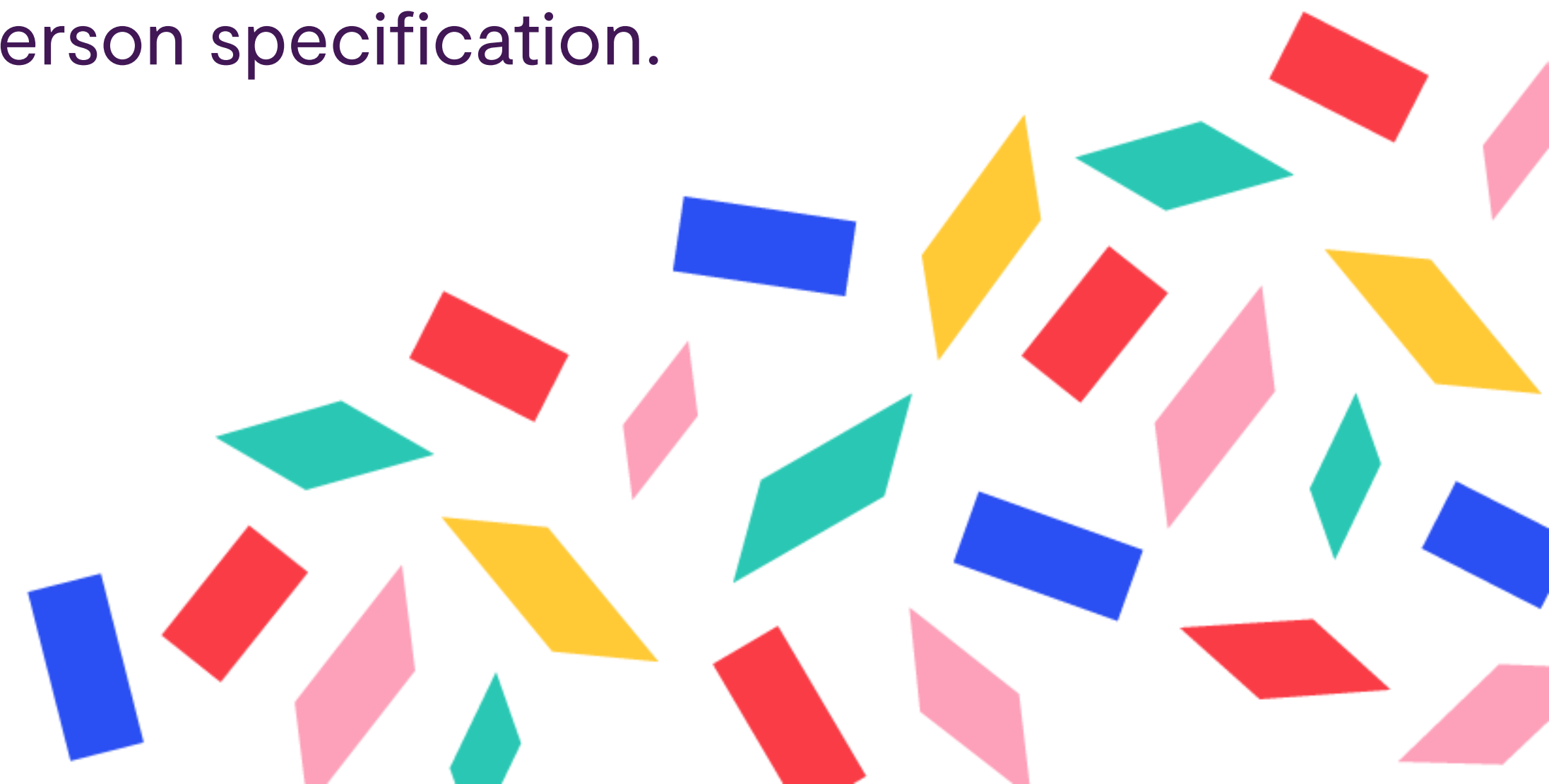


2. Prepare your evidence.

Remember, your interview panel are meeting you for the first time. Whilst your work experience might be familiar to *you*, it won't be for those who are interviewing you.

Tell us the story of who you are, how you got your skills, and your work experience. We're interested in everything about you; we're excited to meet you and hear your story.

To help you, you might want to think of a few examples of when and how you've demonstrated the skills in the job description/person specification.



3. Get ready!

You're excited for this opportunity, so don't be afraid to show it!

Show your enthusiasm for the role, and demonstrate why you're best suited for it.

Identify your core values and how they align with CCHA's. How will your values play out in your day to day role? How will you show care, trustworthiness, being genuine, brave, etc?

Note down some examples and you can bring these to your interview. We don't expect you to remember them off by heart - remember, we're making notes, too. You're very welcome to bring your own.





Using the STAR model

The STAR model is a great method to help answer interview questions. STAR stands for:

Situation

Task

Action

Result

Using this model will help you stay on track, and help us understand the full story you're telling us.

SITUATION

Set the scene.

Describe the situation that you were in or the task that you needed to accomplish. Aim for a specific event or situation, not a generalised description of what you've done in the past. Be sure to give enough detail. This situation can be from a previous job, from a volunteer experience, or any other relevant event.

TASK

From the above situation, what was the challenge?

What goal were you working towards?

What did you need to do to resolve or complete the task?

ACTION

What did you do to overcome the challenge?

Describe the actions you took and keep the **focus on you**.

What steps did you take? Don't describe what the team or group did when talking about the situation; **highlight what you did**.

RESULT

Explain the outcome.

How did your action(s) have an impact?

Don't be shy about taking credit for your behaviour, either! Tell us about the wider impacts this had. What did you accomplish? What did you learn?

There's lots of results that can come from an action, so tell us everything that happened as a result.



Presentations & Role Plays

Sometimes, presentations or role plays might be used in interviews. We will always tell you when this is the case so that you can prepare.

These are simply alternative opportunities to show us who you are and what you have achieved.

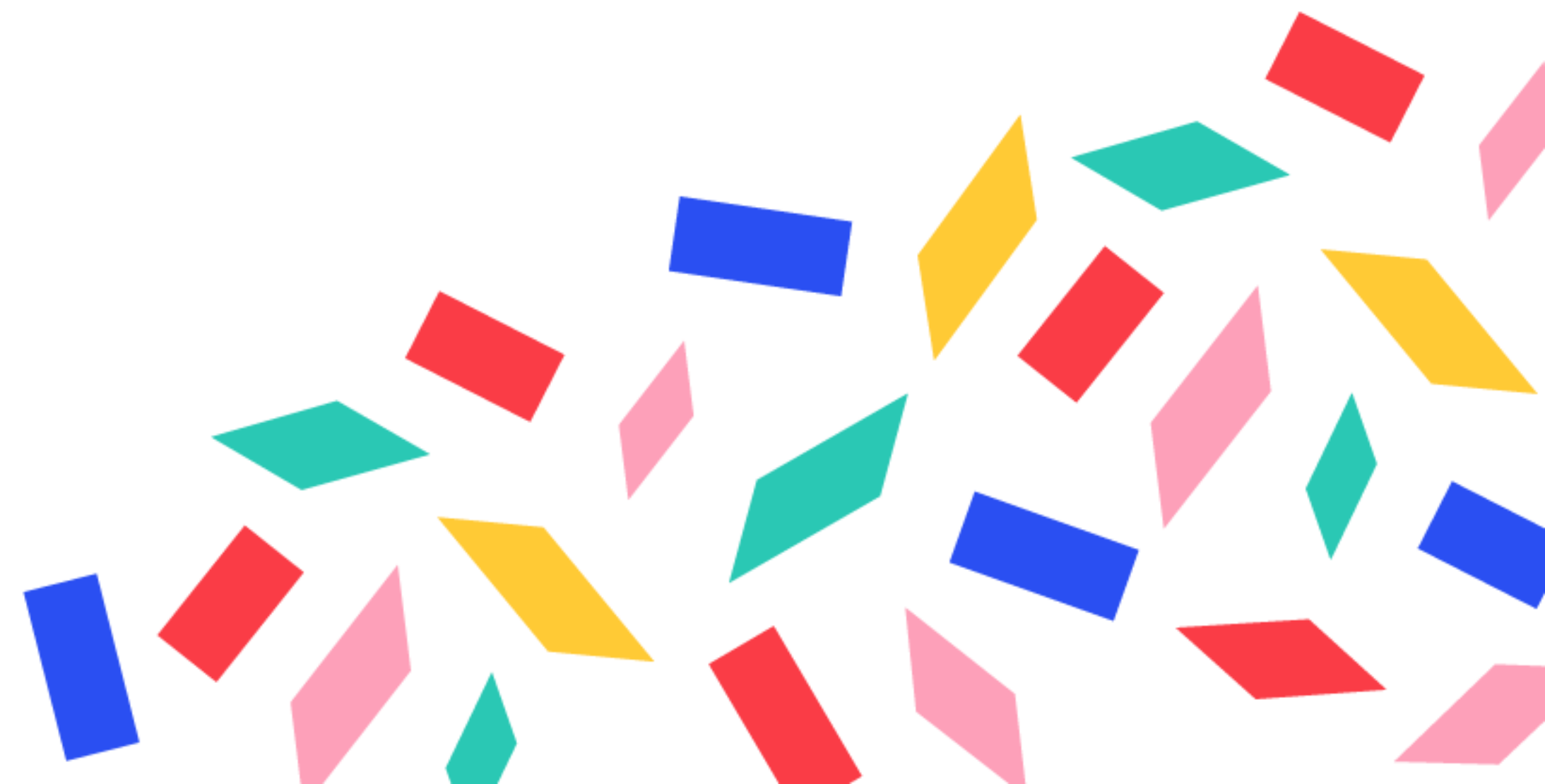
Presentations

Sometimes when you're invited to an interview, you may be asked to prepare a presentation.

This could be on a specific topic, how you'd deal with a certain situation, or what you'd do in your first few months in the role.

This is another way we can assess your skills and values and see these in action.

What better way than you having the opportunity to not just tell us about you, but show us. We know that this can feel a little daunting, but we believe that you can do it! To help, here are some top tips to structure your presentation and how to effectively deliver it...



Role Plays

When role play is used as part of an interview, it's about mirroring the typical conditions of the role. This is another way we can assess your skills, values, and see these in action. Again, it's another chance to not just tell us about yourself, but show us, too.

We know that this can feel a little daunting, but we believe that you can do it! To help, here are some top tips to effectively do a role play situation...

Prepare for your role-play by considering the skills and capabilities that we're likely to be looking for you to demonstrate.

When you're handed the brief, read it thoroughly. Look for clues as to what we might be expecting. Think outside of the box!

Consider the specifics of the situation – what's the outcome we're looking for? What are the obstacles that you're likely to face? Reflect on similar situations you may have handled in the past – what worked well? What didn't?

Most importantly, be yourself and relax. Take deep breaths and clear your mind. Write down any questions you'd like to ask during the role-play. Consider how you'll handle questions.



Affirmations & Reminders

When a sportsperson has a big match or game to win, they get prepared — not just physically, but mentally, too.

Take Mo Farah, the famous runner. In the early days, he'd nervously look at the competition and resign himself to third or fourth place before the race even got started. What he believed came true.

So, he changed his mindset. He stopped mentally putting himself out of the race before he'd even run. Changing his perspective had a huge impact, and he started to win more races.

The same can happen at interviews. The key is to remain focused on winning!

Positive Affirmations

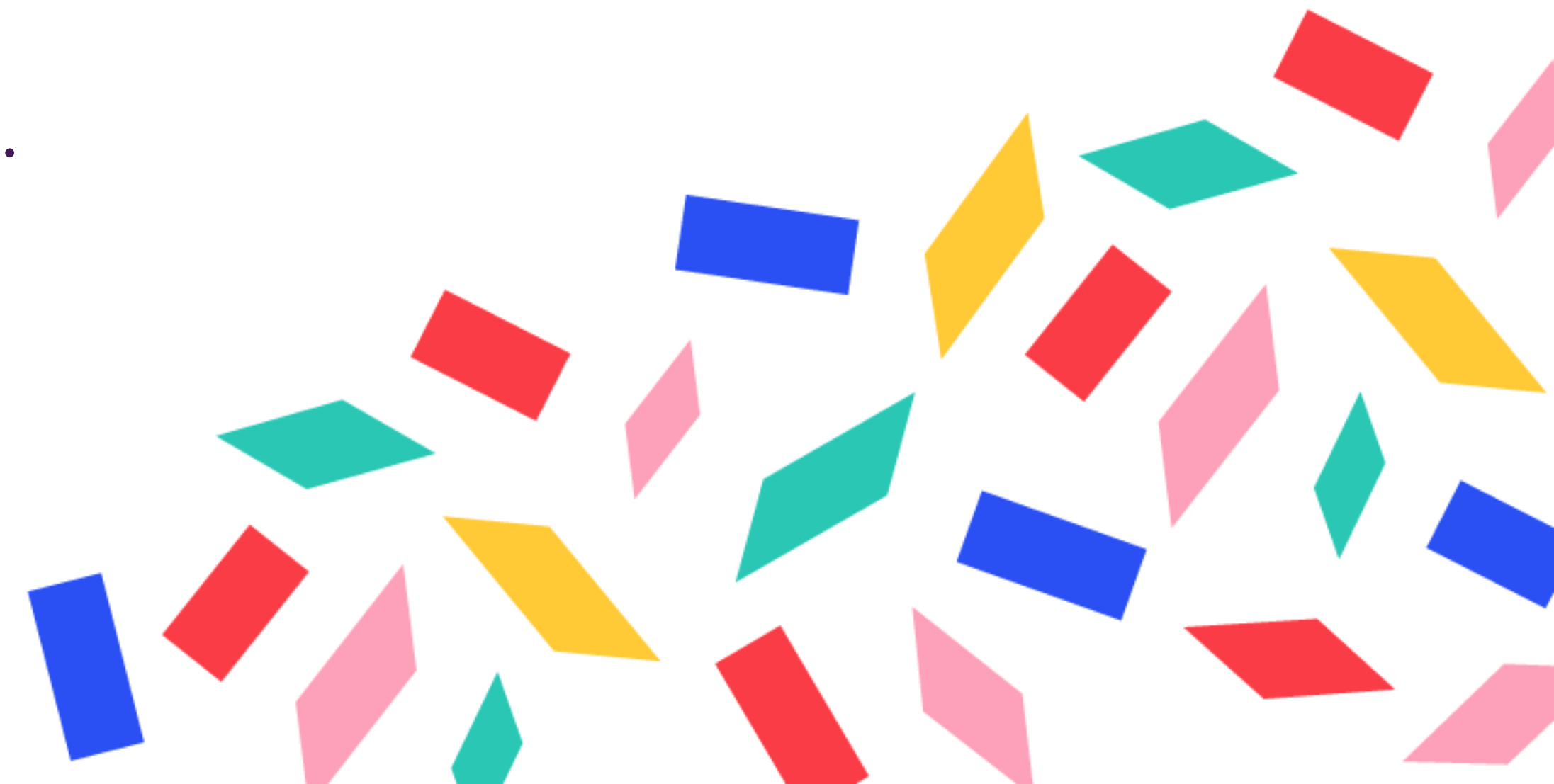
One of the ways you can prepare to win in any situation, including in an interview, is to use positive affirmations.

Positive affirmations are statements that you repeat to help you focus and banish negative thoughts. They're spoken in the present tense: for example, "I'm successful" not "I'll be successful."

The more you repeat your positive affirmations, the more the brain believes it's true.

Five simple affirmations you can use are:

- I'm calm and confident; job interviews are easy.
- I'm perfect for this position; I'm their ideal candidate.
- I love job interviews, and my energy is contagious.
- I impress interviewers; I stand out above the rest.
- I'm an excellent candidate, and I exude capability.



Reminders

We can all get a little nervous before an interview; it's perfectly normal. Don't let those nerves run away and allow negative thoughts spiral out of control. Here's a few tips to help you control your negative thoughts...

Think about who's interviewing you

The person who interviews you might have a flutter of nerves, too. It's true! We're all meeting each other for the first time, in some cases, and the best thing you can do is be yourself and be friendly.

Breathe

Adrenaline can send your thoughts haywire, so breathe deeply and be aware of your thoughts. If you feel your heart beating faster, and your hands getting sweaty, sometimes negative thoughts can follow. Just let thoughts come and go; not every thought you have is true.

Don't over analyse

You've done the research; you've got the answers. Be confident in yourself! At the end of the day, you're having a conversation with an interviewer, telling them about yourself and your experiences. We don't want fancy words or jargon – we want to know **you**. Remember, you've done really well to make it to the interview stage. You're doing great!

Visualise

Visualisations are powerful. Before an interview, imagine yourself shaking the hand of the person interviewing you, them greeting you with a smile, and offering you the job. Feel how calm you are, and how you're speaking clearly and confidently. In the same way sports people visualise themselves winning before an event to maintain their focus and keep their eye on the prize, your visualisations will help you do the same. Be clear on what you want the outcome to be, and go at it with confidence!



That's it!

We hope that this advice has been helpful and you can use some of it to prepare for your interview with us.

We're really looking forward to meeting you.

Good luck!