

## **Interview Preparation Notes**

At the West Yorkshire Combined Authority we're keen that both you and your interviewers get the best out of the interview and have a positive experience. The following guidance notes are to help you prepare for your interview.

We use a competency based recruitment and selection process. This means we've decided on the required technical elements and behaviours for each job role i.e. how we want someone to do each part of the job and will assess you against these.

### **What is a competency based interview?**

'Competency based' interviews are based on the idea that past behaviour can be used to predict future behaviour. 'Behaviour' meaning how you did a job e.g. what steps you took to resolve a problem, work with your team and how you behaved in that task.

Your interviewers will be seeking information about your past behaviour in different situations e.g. previous jobs, school, university, voluntary work. The questions you will be asked are directly related to the competencies required for the post as stated in the Role Profile.

### **What is the structure of the interview?**

It is critical that we select the right candidate for our jobs. We assess whether you are the best person for the role, by splitting the interview into 3 parts that focus on different elements of the job, being a combination of:

1. Technical questions
2. Behavioural questions
3. Job Match questions

Each part of the interview will focus on different aspects of the job. Your interviewers may also ask questions that probe for further information if they feel you have more to give. This is to ensure that you have every opportunity to sell yourself.

### **Technical questions**

The technical questions are aimed at uncovering what specific technical abilities or experience you possess that are necessary to do the job. For example knowledge or skills in Microsoft Word etc.

You should review the technical areas outlined in the Role Profile and think about which of your experiences matches our job requirements. Be ready to discuss these in your interview.

## **Behavioural questions**

The behavioural questions are where your interviewers will be interested to learn about how any past experiences match the requirements of the job.

We will also need to understand what experiences you have in relation to the behaviours outlined in the Role Profile. Again, think about what you have actually done which demonstrates you can do the job. You will need to provide examples. Be ready to describe:

- Briefly, the situation or task with which you were involved
- Your actions (What you did, what was your role) – This is the most important part for the interviewer to understand
- The result or outcome (How the situation/ task turned out)

Our questions may start ‘Tell me about a time when you...’, ‘Give me an example of when you have...’ etc.

When you are preparing for your interview, think about a particular time when you were actually involved in something. Consider what you actually did and how, as opposed to what you ‘might do’ or would ‘generally do’ or what other people did. The more specific you are as to your role/actions in the situation/task the clearer the interview panel are as to your relevant skills/abilities for the post.

## **Job match questions**

The job match section is assessing your suitability for the job overall.

The examples you give can be related to your current job, previous positions you have had, or even from outside a working environment. It is likely that the interview panel will ask you some probing questions and follow on questions, possibly to clarify a particular area.

## **Will there be an assessment, presentation or simulation exercise?**

In order to ensure we obtain the best candidate for the role, we may use a range of assessment tools. Therefore, for some roles, in addition to the interview, we may also assess your suitability through either an assessment, presentation or simulation exercise. If this is the case, your ‘invite to interview’ letter will normally state this.

## **Further Information**

If you have any questions or concerns about your interview, please call us on the direct line stated on your ‘invite to interview’ letter.