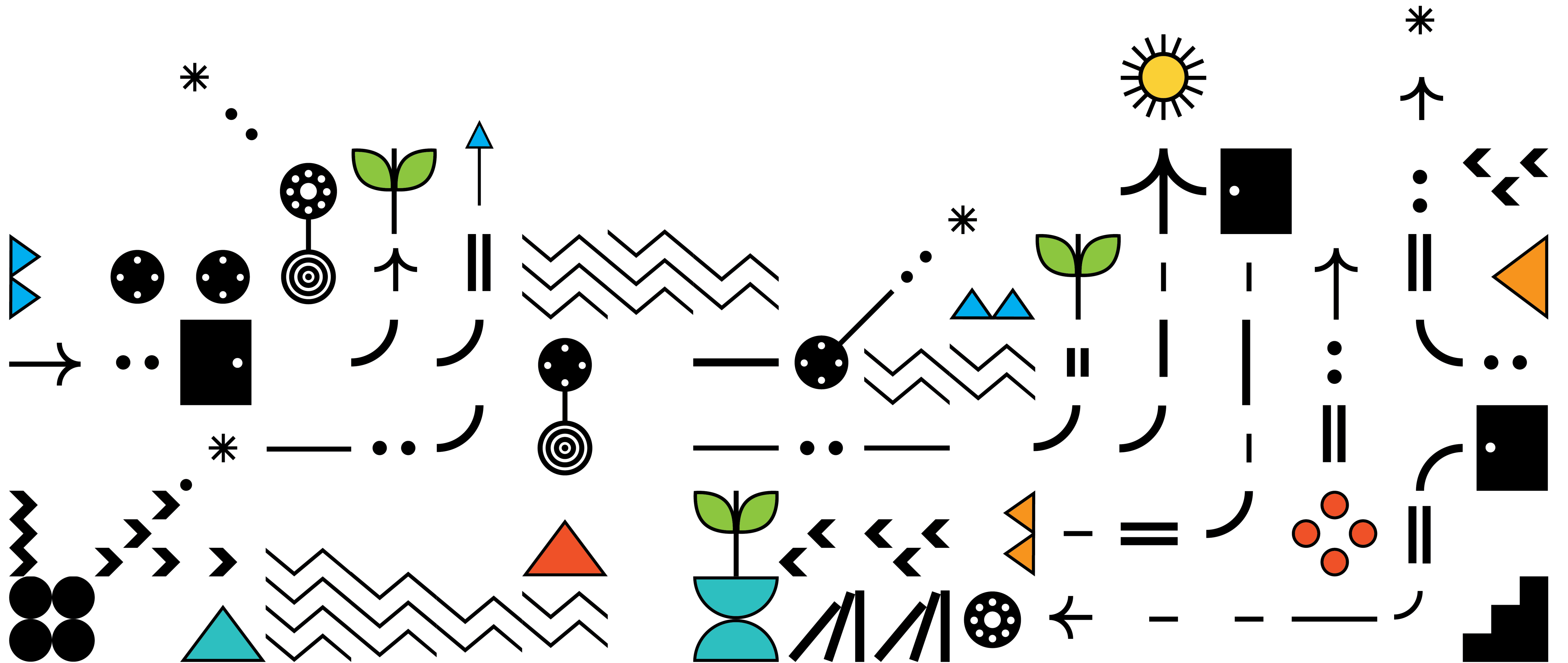
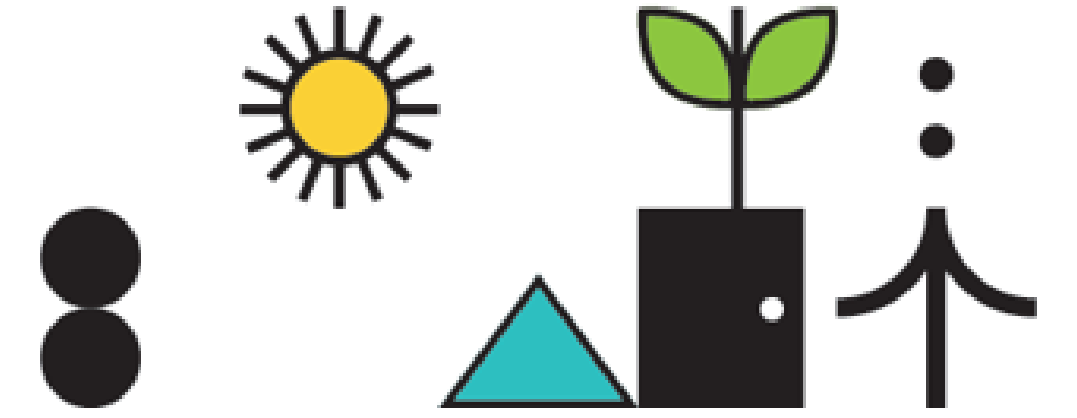


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Mock interviews: preparing for a non-academic job interview.

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Scafell Coaching

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Preparation: research

- **Understand the interview format**

Is there a test, presentation or something to prepare in advance?

Does the organisation typically do competency or strengths-based interviews? What information do they provide to applicants?

- **What skills, experience and attributes are they looking for?**

Do they have a competency framework or is there one from a relevant professional body? What does the job description tell you? What other clues have you picked up during the application process and informal chats



Example role-specific questions

What made you want to apply for this role?

How are you suited to this role?

What would you need to learn to be good at this role?

What else would you like us to know about you, which we haven't already asked about?

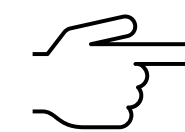
What questions do you have about the role?



Examples of strengths-based interview questions

- What do you do well?
- How do you balance your own preferred ways of working with the needs of a team?
- What three words would your colleagues use to describe you?
- How do you measure your own performance at work?
- What values are most important to you in your work?
- What is your approach to leadership?
- When are you at your best at work?

More here:



[Strength-based interviews |
Prospects.ac.uk](https://prospects.ac.uk/strength-based-interviews/)



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How you might 'score' a competency-based question

Provide an example of when you've had to analyse complex data to inform management decisions

Was the example sufficiently complex?

Did they clearly present how they approached the data analysis and presentation of results? What factors did they take into consideration in this?

Did they articulate the outcome and were they successful in influencing?

A model for answering competency-based questions



Where, who, when? Set the scene



What was required?



What did **you** do?



What was the outcome?

Group task

3 roles: interviewer, interviewee and observer

25 minutes

Ask one question from list

Interviewee self-reflection

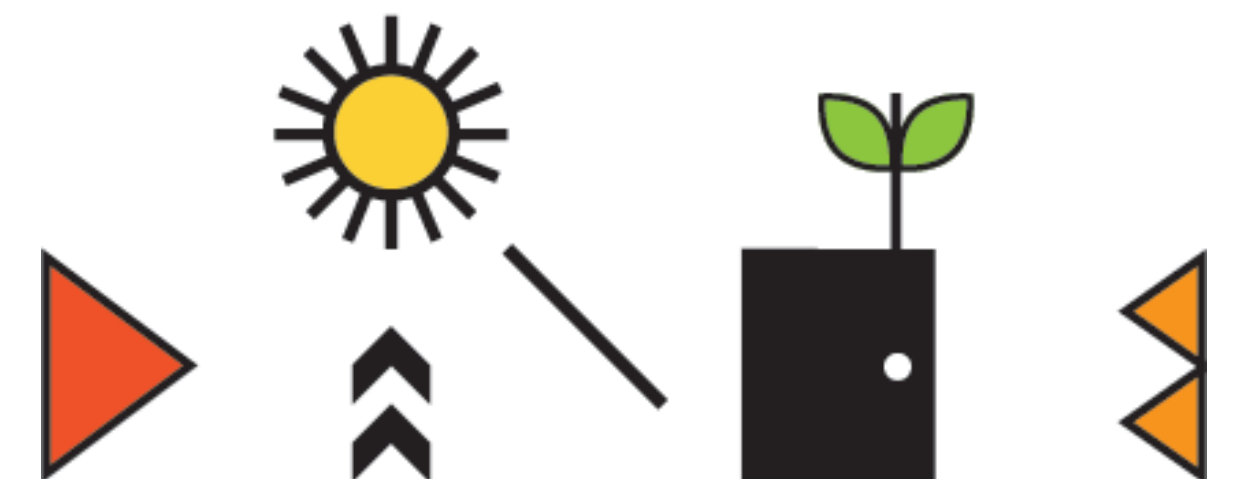
Observer feeds back

Interviewer: help them to build on their answer through additional questioning.



What you're looking for as an observer

- Did the example demonstrate what **they** did? (rather than anyone else)
- Was there a clear context, action and result?
- Was the level of technical detail appropriate? Too much might just be confusing for the listener.
- Did they make any assumptions about your knowledge of academia (e.g. what a PhD entails, the importance of publication?)
- Did it address the question? (e.g. demonstrate the right competency?)



Reflecting as an interviewee

- Was this your best example for that competency?
- Did you talk about the things that you most wanted them to know about?
- What else are you proud of in that example?
- What other examples do you have of this?



Appreciative inquiry – helping someone build a better answer

- What were you most proud of here?
- What did you enjoy doing?
- What did you learn from it which you could apply to a similar situation?
- What did others appreciate about what you did?
- What skills or qualities did you bring to this situation?
- What happened?
- And what else?
- What have you not told us about?



Group task

3 roles: interviewer, interviewee and observer

25 minutes

Ask one question from padlet or otherwise!

Interviewee self-reflection

Observer feeds back

Interviewer: help them to build on their answer through additional questioning.



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Thank you

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