



## INTERVIEW FEEDBACK REPORT - PREMIUM

Report Prepared For:

**STEPHEN R**

Date of Interview: 09 September 2013

### HOW THIS REPORT CAN HELP YOU

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This report will provide you with detailed advice on how to improve your interview performance. The interview video you produced has been carefully analysed to assess your interview technique, the quality of your answers and your overall credibility as an interview candidate.

You should use the feedback in your report to improve your performance by reflecting on the advice, before practising answering more interview questions. The more you practise, the more confident you will become, and this will help you to control your nerves better on the day of the interview.

### HOW THIS REPORT IS ORGANISED

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#### **SECTION 1: Non Verbal Communication**

This section provides an indication of your main strengths and weaknesses in relation to non-verbal communication

#### **SECTION 2: Verbal Communication**

This section provides an indication of your main strengths and weaknesses in relation to verbal communication

#### **SECTION 3: Other Areas**

This section provides an indication of your main strengths and weaknesses in relation to other areas that include the relevance and structure of your answers.

#### **SECTION 4: Detailed Commentary**

This section provides detailed comments on each of your interview answers with suggestions on how to improve these

## SECTION 1: Non-Verbal Communication

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	Needs Development	Good	Excellent
Direct eye contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positive impression	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Overall posture	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Convey self-confidence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate facial expressions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appears genuine/authentic	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## SECTION 2: Verbal Communication

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	Needs Development	Good	Excellent
Able to express yourself clearly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Avoided use of slang	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Avoided fillers (um..., er...)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Appropriate speed of talking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Conveyed enthusiasm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## SECTION 3: Other Areas

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	Needs Development	Good	Excellent
Answered the question asked	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Avoided waffling/off on tangents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structured answers appropriately	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Presented strengths well	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used good quality examples	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Used a range of different examples	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## SECTION 4: Detailed Commentary

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### QUESTION 1: TELL ME ABOUT YOURSELF

*“This opening question is your chance to sell yourself and needs to be clearly focused on your key suitability for the role in question”*

#### When you watch the video back you will see that:

- Your answer was not well structured or concise enough and ended up being quite confusing
- You gave a long list of different strengths – but it would have been better had you just focused on 3 or 4 key areas that were the critical requirements for the job
- You did not give any evidence to support that statements you made – try to use specific examples to back up general things that you say wherever possible

*Overall Score: 3/10*

### QUESTION 2: WHAT IS YOUR GREATEST ACHIEVEMENT AND WHY?

*“The interviewers want you to talk about one strong achievement in detail, explaining what you specifically did”*

#### When you watch the video back you will see that:

- You did not start to answer the question until around a minute into your answer – try to make sure you answer the question asked from the very first second
- You started some sentences with ‘we’ – it is important to tell the interviewer what your specific role was if you were working as part of a team so talk in terms of ‘I’ rather than ‘we’
- You could have further emphasised the strength of this achievement by referring to some more of the outcomes in terms of things like customer satisfaction, project savings and other benefits that resulted for the company

*Overall Score: 4/10*

### QUESTION 3: DESCRIBE A FAILED PROJECT YOU HAVE BEEN INVOLVED WITH AT WORK, AND EXPLAIN WHY IT WAS NOT SUCCESSFUL.

*“The emphasis here needs to be on showing understanding of what went wrong and the lesson you learnt from this”*

#### When you watch the video back you will see that:

- You did not attempt to answer this question
- It is always best to try to answer a question, no matter how tricky it might seem
- Interviewers frequently ask these types of questions because they know that things go wrong in life. They want to see how you deal with and move on from these experiences.

*Overall Score: 0/10*

**QUESTION 4: DESCRIBE THE PROJECT YOU MANAGED WITH THE LARGEST BUDGET. WAS IT SUCCESSFUL?**

*“This is your chance to show off your project management skills”*

**When you watch the video back you will see that:**

- You talked about the details of the project but not enough about how you project managed everything
- You would have answered the question better had you summarised the project and its value in one or two sentences before going on to talk about how you ensured that the project ended up being a success
- You did not talk about what you specifically did. It would be advisable to give the interviewers 2 or 3 key actions that you personally carried out and explain what outcomes resulted from this.

*Overall Score: 3/10*

**QUESTION 5: WHAT ARE YOUR STRENGTHS & WEAKNESSES? GIVE THREE ADJECTIVES THAT DESCRIBE YOU.**

*“Try to focus on strengths that are particularly relevant for the job in question”*

**When you watch the video back you will see that:**

- You identified your strengths as authenticity, energy and innovation. To explain why these were relevant, you could have provided more detail.
- You went on to list a number of other areas where you had skill or strength but it would have been better instead to have focused on just 3 or 4 so that you could provide more detail about why these are strengths and how these are important for the role in question.
- You deal with the weakness well, talking about the weakness, demonstrating the development you had taken and explaining your current approach.

*Overall Score: 6/10*

**QUESTION 6: TELL ME ABOUT A TIME WHEN YOU FELT OVERWHELMED WITH WORK? HOW DID YOU DEAL WITH THE SITUATION?**

*“This question is testing how well you cope under pressure”*

**When you watch the video back you will see that:**

- You described the situation very well, being succinct whilst clearly explaining the issue.
- You demonstrated a good approach to facing the issues and sharing these with your manager
- You were able to detail the result of your actions and illustrate how you successfully overcame the hurdles without any difficulties.

*Overall Score: 9/10*

**QUESTION 7: GIVE AN EXAMPLE OF A TIME WHEN YOU WERE ASSERTIVE AND TELL HOW IT WORKED WELL FOR YOU.**

*“Talk about why there was a need for assertiveness and your approach to the situation”*

**When you watch the video back you will see that:**

- You focused your answer on decision making but the question was specifically about assertiveness
- You gave an example of acting decisively, but this does not show the interviewers that you can act assertively
- If you didn't have a specific example, you should have talked about the benefits of assertive behaviour and shown that you understand what being assertive actually means

*Overall Score: 2/10*

**QUESTION 8: DESCRIBE YOUR STRATEGIES FOR ORGANISATION AND HANDLING MULTIPLE PROJECTS?**

*“This is your opportunity to show off your organisational skills and ability to multi-task”*

**When you watch the video back you will see that:**

- You were able to talk convincingly about the different elements of planning, scheduling and other project management that you employ. Reference to a specific context or situation you had been involved with might have helped to strengthen the answer
- You demonstrated excellent project management knowledge and a wide consideration of all aspects of projects.
- You could have emphasised some of the project outcomes more emphatically to show how your strong organisation skills led to success.

*Overall Score: 8/10*

**QUESTION 9: DESCRIBE AN INSTANCE WHEN YOU HAD TO THINK ON YOUR FEET TO GET YOURSELF OUT OF A DIFFICULT SITUATION.**

*“Give evidence that you can use initiative and react well when under pressure”*

**When you watch the video back you will see that:**

- You did not really answer the question
- You talked generally about instances where this might happen but did not give any clear examples of times when you showed initiative to deal with an issue
- As a result, the interviewers would not know whether or not you have this required skill

*Overall Score: 1/10*

**QUESTION 10: WHY SHOULD WE HIRE YOU? WHAT MAKES YOU A GOOD 'FIT' FOR OUR ORGANIZATION AND THIS PARTICULAR POSITION?**

*“The summary question is your opportunity to reinforce your suitability for the role”*

**When you watch the video back you will see that:**

- You did well at giving some specific examples of experience you have that link to the kind of criteria that would be required for this role
- You kept your answer succinct and were able to demonstrate your interest in the international aspect of the role
- You did not however explain why you are a good fit for the organisation – here it is important to demonstrate that you have knowledge of the company by making links between your values / job preferences and the mission / value of the company

*Overall Score: 7/10*

**Summary: You scored 43 out of 100 – Development Needed**

- The scores given for each answer are provided to help you understand the quality of your response. Don't be downhearted that some of your scores are low, as this just indicates that you need to do some more preparation to improve your technique before you become an interview star
- Read carefully through the feedback and watch your answers back to see the mistakes that you made.
- Try watching some of the interview guidance videos contained within the Careerlicious Interview Portal
- You will probably find our attached interview guidance notes useful as well because these will give you some excellent general tips for approaching and mastering an interview