

## CV and Interview Preparation Guide

### **A great CV should:**

- Be clear and concise. As a guide, for an individual at graduate level, we would expect a CV to be no longer than 3 pages.
- List your experience in chronological order, with your most recent at the top.
- Include information on:
  - Extra curricular activities and hobbies, so that we can gain a more complete picture of you.
  - Key strengths and career ambitions
  - Relevant experience and responsibilities
- Make clear reference to relevant attachments such as your academic transcript.
- Have numbered page references, e.g. '*Page 1 of 3*'.

### **Always remember the objective of your interview:**

An interview with Beca is designed to be an open and honest forum for us to exchange information, to ensure we both get the best fit. If we have invited you to attend an interview, then we have already decided that you have great potential – so we're hoping your interview goes well too! We will NEVER try to trick you - so relax and be yourself.

### **What we're looking for:**

- Team Fit – we will work with you to become a great consultant. It all begins with you developing robust relationships within your team. Forget the nerves, have fun and let your personality shine through while maintaining a professional approach.
- Know your Personal Strengths – to help, you may like to consider these questions:
  - What am I passionate about?
  - What are my personal values, and why will I be respected as a professional?
  - What is my "Personal Brand"? What is it that makes me unique? You may like to check out the many online resources that will help you establish this more clearly.
- Education – where did you shine and where did you struggle?
- Work Experience – what are the key skills you have acquired and what challenges have you faced?
- Trouble Spots – please be prepared to discuss any failed papers, as we will want to understand the reasons.

## Ways to perform well in your interview:

- Be mindful of the physical appearance you project. Business attire is appropriate for the interview, i.e. dress pants or a suit, with a shirt and tie for males; and dress pants/skirt or a suit, with a shirt for females.
- Never keep the interviewers waiting. Make sure you have a contact number handy in case you are unexpectedly delayed – telephone the interviewers ASAP.
- Know the interviewers' names and their positions within the company.
- Shake hands firmly.
- Present a positive attitude and be enthusiastic.
- Show you are knowledgeable about the company and its operations.
- Listen attentively.
- Be sure to sell yourself with integrity, rather than 'oversell' yourself. It may pay to practise answering some mock questions with a friend or family member ahead of time.

## Competency based interviews - preparing for the structure and style of the interview:

At Beca, we use Competency based interview questions as part of the first round interview process. Also known as behavioural interviewing, competency based interviewing requires you to draw on past experience and describe specific examples of incidents that demonstrate your competence in a particular area. The most effective way of answering these questions is to use the 'SAO' technique:

SITUATION	briefly describe the background to the situation
ACTION	describe what you did
OUTCOME	describe the outcome of your actions and key learnings

Please also limit your answers to one specific example per question.

Interview questions are based on key competencies required to be successful within the team at Beca. Questions we ask probe both the technical and behavioural aspects, so preparation is key!

- The answers you provide in the interview can be based on experiences at work, extra curricular activities or University.
- Prepare yourself by reflecting on relevant competencies (skills and knowledge) required in a workplace and your field/discipline and then think of a few possible examples per competency.
- Speak clearly and concisely.
- Research Beca and ask appropriate questions

**Interviews can be daunting – but answer the questions with confidence!**

## More information

For further assistance on interview preparation, we advise you to contact your university careers service.