

Interview tips



Congratulations on securing an interview with Sovereign. We want to give you the best chance of success so we have put together some hints and tips to help you with preparing, during and after the interview.



Before the interview

Please have a look at the below checklist:

- Check location and parking/public transport
- Plan your outfit
- We prefer a smart appearance, however if you are interviewing for a trade role and are unable to change out of your work clothes that will be accepted
- Get your documents ready. You will need to bring your Passport, Proof of Address and any Certificates
- Double check who you are meeting with so you can ask for them at reception. You will usually be interviewed by two managers

Our interviews are competency based, so we have put together some hints and tips to help you

What is a competency based interview?

A competency based interview is a way to assess your performance, behaviour and motivators. You will be expected to answer the questions with examples from your previous job roles or life experiences.

Example competencies could be Teamwork, Communication or Organisational skills.

How to answer competency based questions

We would recommend following the 'STAR Method' to answer questions. This method adds structure to your responses to ensure you give relevant information and will usually stop you from "waffling".

- S** – Situation, describe the context
- T** – Task, details of your responsibilities
- A** – Action, what actions did you take
- R** – Result, what was the outcome of this and was there any lessons learned?

You should always study the job description so you are clear on what the manager's expectations are. You can then prepare any anecdotes or examples where you have demonstrated this previously.

We have found that when you haven't prepared, you can forget vital information that the manager may be looking for. Meaning you are not showing them your full capabilities.

If you are interviewing for a Trade role you may also be asked some technical questions, as well as Safe Guarding and Health & Safety.

Presentations

If you are required to present as part of the interview, you will be sent the brief along with your interview confirmation. Please read through this as soon as received to ensure you understand what is expected. If you have any questions please contact the team.

Assessment Centres

An assessment centre is a combination of interviews, tasks and team building exercises organised for small groups of candidates. We use this method when recruiting for a number of the same vacancies or a manager level role.

These are typically half day sessions where the managers have the opportunity to see how you interact with others, your thought processes when carrying out the tasks and also a way to see your leadership skills. The tasks will be followed by a competency based interview with the hiring managers.