



Comhairle Cathrach Chorcaí
Cork City Council

Preparing for your interview with Cork City Council

Recruitment Section, People & Organisation Development



Table of Contents

Cork City Council is an equal opportunities employer. In this regard we have prepared the below slides to help candidates who have been invited to interview. We hope the below is a help to all candidates. Best of Luck!

- **Tips to Prepare for your Interview**
- **STAR Technique**
- **Online Interviews with Cork City Council**
- **Be Prepared**
- **Setting Up**
- **Your Surroundings**
- **Dress Professionally**
- **Checklist**
- **What to Expect**
- **Answering Questions During your Interview**



Tips to Prepare for your Interview

- **Be familiar with the duties and responsibilities of the role you are interviewing for. – These can be found in the Job Specification.**
- **Use the competencies described in the job specification to help inform your examples.**
- **Your own role should be highlighted in your responses and be used to showcase your skills and capabilities.**



Diagram 1.0. Guide to using STAR Technique

Situation

- Take note of the competency
- Read the points you are required to hit on the Job Specification
- Provide the context and background
- Set the scene

Task

- Describe the problem or challenge
- What did you need to achieve?
- If the task was project based and involved a team or collaboration you should focus on your role in the task

Action

- Discuss the actions you took in your attempt to achieve what you referred to in the task description
- Focus on information about what you did rather than other members of the team.
- The goal is to showcase your skills

Result

- What was the outcome
- Whenever possible, give detailed and specific data to highlight the benefit of your input
- Outline details of accomplishment and recognition



Online Interviews with Cork City Council

This video was prepared, in line with national guidance from the Local Government Management Agency, to help candidates in preparation for their online interview with Cork City Council.

**Interviews will be via Microsoft Teams.
Once connected, you will be able to see
and speak with the interviewers on screen.**

**The following slides will help you
prepare for the online interview.**

Be prepared



Internet Connection

You will need an internet connection with at least 1MB per second bandwidth. Close all other applications.



Headphones

If possible wear headphones with a built-in microphone. Please test in advance your microphones and headphones are working.



Camera

You will need a computer, tablet or mobile device with a camera. Please test in advance your camera is working.



Devices

Turn off all other devices in the room to avoid disruption or electronic feedback. Do not text or email during the interview.



Be prepared - Setting Up



**Position the camera so you're looking up slightly.
Ensure your head and shoulders are seen on the screen. Use a stack of books if you need to.**

Check the lighting and what is in your background. Position a lamp in front of you.

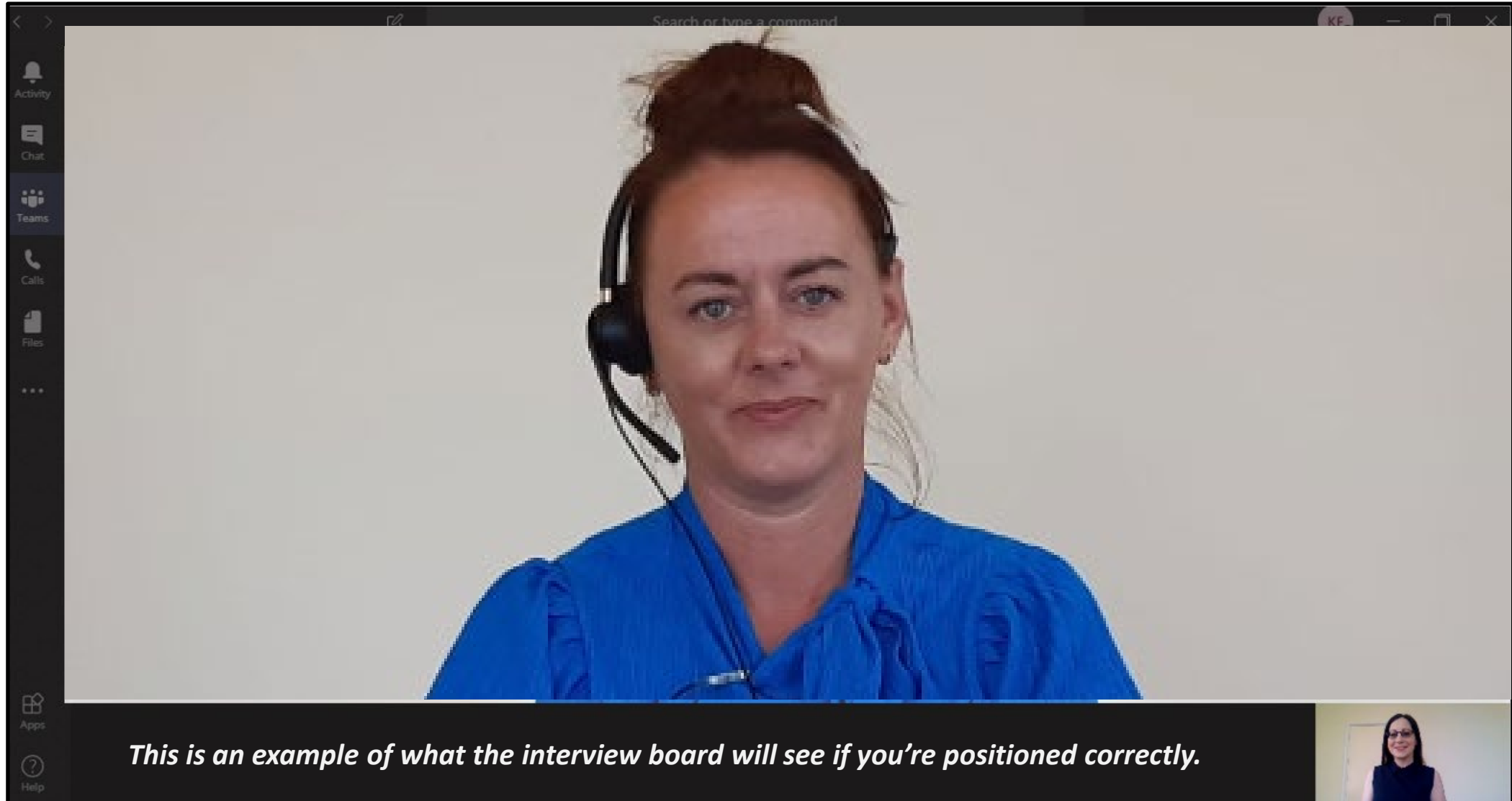


**Can you see yourself on the screen?
If you can't, neither can the interview board.**

Be centred on the screen.



Be prepared - Setting Up



Comhairle Cathrach Chorcaí
Cork City Council

Be prepared – Your Surroundings



Peace & Quiet

Select somewhere quiet, private and well lit where you won't be interrupted. Put your phone on silent.



Be Punctual

You should log in to Microsoft Teams at least ten minutes in advance to avoid delays and check sound, camera and backgrounds.



Water

Don't forget to pour yourself a glass of water before the interview.



Recording

The interview will not be recorded. You are not permitted to record the interview. You should not use the mute function during the interview.



Be prepared - Dress Professionally

Dress how you would for an in-person interview.

Be mindful that screen cameras often don't portray bright colours and patterns very well.



Checklist



**Tech
Check**



**Camera
Position**



**Lighting &
Background**



**Private
Space**



**Glass of
Water**



**Dress
Professionally**



What to Expect

The interview board will log into the meeting at your allocated interview time.

Be patient, this may take a few moments, don't panic.

The Chairperson will ...



confirm your identity.



introduce the board members and the format of the interview.



confirm that everyone can see and hear each other.



formally start and end interview.



Answering Questions During your Interview

Look at the Camera

Eye contact in an in-person interview is very important and difficult to achieve the same connection via video.

Don't be afraid to look at the camera when speaking. Your eyes are more likely to align with the interviewers on the other end.

When listening, look at the screen or the camera.

Speak Clearly

Make sure your speaker isn't on mute. You should not use the mute option during the interview.

Speak clearly and slowly at a regular volume.

Take into account there may be a slight time delay, wait for the interviewer to finish asking the question before answering.





***Thank you for applying to work with us in Cork City Council.
Wishing you the best of luck in your interview
www.corkcity.ie***



Thank You



Comhairle Cathrach Chorcaí
Cork City Council



We are Cork.