

## **Interview hints & tips**

It's normal to feel nervous ahead of an interview but we are here to help you prepare.

An interview is a two-way process. Be curious and ask questions!

### **Here are our top tips for a successful interview at Tata Steel:**

#### **Research!**

During the interview you may be asked what you know about our company.

We don't expect you to know everything, but it's important that we see you've invested time in getting to know what we do and how we do it. We want to know what motivated you to apply for us.

**Top tip** – Research the site you are applying for as well as the company as a whole.

It is important to us that you feel comfortable during your interview and we will support adjustments where possible. Please let us know what would help.

Remind yourself of the details of the role you have applied for.

#### **Make sure to ask yourself:**

- Why is this role of interest to you?
- Why is this role a good fit for you and your experience?
- What can you bring to the role and the team?
- What are your strengths and development areas?
- What are you passionate about?

Be prepared to talk about your previous experience (professional and extra-curricular) and any relevant qualifications.

Our interviews are a mix of role-specific and competency-based questions. We want to get to know you, how you work, and what you want to achieve.

#### **Some examples of competency based questions are:**

- Describe a situation where you had to overcome a challenge.
- What matters to you about your performances at work?
- How have you approached building an effective team?
- What is your proudest achievement to date?
- Can you describe a situation where you had to take the lead to achieve an outcome?

## STAR Technique

When answering any questions during the assessment centre, using the STAR technique can be a perfect way to give the interviewer a well-rounded and full answer to a question. This is a great technique to help you share your example.

- **S** – Situation – Brief description about the situation you were in
- **T** – Task – Outline the task you were asked to or needed to complete
- **A** – Actions – What you did to ensure success or resolve the issue
- **R** – Result – What was the result or outcome of the situation
- **R** – Reflection – What did you learn from the situation, what might you do differently next time.

Remember to always use 'I' rather than 'we' when sharing your examples.

### If your interview is virtual:

- We would recommend that you use a personal device.
- Download the right browser (Chrome, Edge or Safari if using an Apple device)
- Ensure you have a good internet connection.
- Test your camera and audio to check they are working prior to the interview. It is always good to be able to see who you are speaking to!
- Be in a comfortable place where there will be minimal interruptions for the duration of your interview – make sure you have a cup of tea or glass of water.

Most of our virtual interviews would take place via **Microsoft Teams**. Please ensure that you have downloaded and updated the right software in advance of your interview.

If you have any issues with the set up then please let the resourcing team know as soon as possible

### If your interview is on site:

- Please arrive 15 minutes early to sign in with security. You will need to bring along a driving licence to drive onto site. You will be guided on the next steps from there.
- Please be aware that most of our interview locations are only accessible by car. Please contact the resourcing team if you have any concerns regarding transport.
- Our office dress code tends to be smart-casual.

We aim to provide feedback within 7 working days following your interview. If you have not heard back after that, please feel free to contact the resourcing team for an update.

Remember, an interview isn't just a conversation. It's an opportunity for you to find out more about the position and for us to find out more about you.

Finally, good luck! We're looking forward to meeting you!