



Clinton Career Insights 2024 – Selection Process Feedback & Tips



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TODAY'S AGENDA

APPLICATIONS

- COMMON MISTAKES
- TIPS AND ADVICE

INTERVIEWS

- COMMON MISTAKES
- INTERVIEW ETIQUETTE
- VERBAL AND NONVERBAL COMMUNICATION TIPS
- TELL ME ABOUT YOURSELF...
- THE STAR TECHNIQUE
- FINAL QUESTIONS

USEFUL LINKS

Q&A



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APPLICATIONS



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APPLICATIONS: MISTAKES & TIPS

Language: spelling, typos, “wall-of-text” answers, inappropriate tone (ex. extremely informal/formal, slang words, etc).

Partial answers: not answering the question in all of its parts, or at all due to not having read it properly.

Relevance: giving examples that are not relevant, or with negative outcomes, or that don't show you in the best light, or that are too old (4-5+ years).

Passion and motivation: not clearly showing how keen you are on all aspects the opportunity (ex. only focus on the trip and social aspect).

Wordcount: the +/-5% rule.

Eligibility: not having read or understood all the eligibility criteria.

Future impact: how will the opportunity help you? What will you ‘do’ with it?



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INTERVIEW PERFORMANCE



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CLINTON CIP 2024 INTERVIEW: WHAT IT LOOKED LIKE

Tell us
about
yourself

This is a career development programme: what **skills** and **experience** do you hope to gain that will support your **future** career?

Give us an example of when you have worked in a **team** to overcome a problem or challenge.

Give us an example of a time when you had to quickly **adapt** to a new situation.

We will be visiting a range of companies in New York. If you could meet with one company or individual, **who** would it be and **why**?

Do you have any **questions** for us at this stage?



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INTERVIEWS: GENERAL PREP & ETIQUETTE

Plan your outfit in advance and make sure your appearance is clean and tidy.

Avoid doing an interview just after rolling out of bed or having returned from a workout! Time it well.

Tidy up your space or blur your background/use a background effect.

Use headphones with mics if you know you will be somewhere noisy. Tell housemates your interviewing.

Pay attention to the questions and answer them in full. Ask to repeat if needed. Do not ask to circle back, unless you are really panicking!



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INTERVIEWS: MANAGING YOUR NERVES BEFORE AN INTERVIEW

Pre-Interview Phase

To Do List

- ✓ Schedule interview in the morning
- ✓ Get prepared
- ✓ Rehearse speech
- ✓ Check document folder
- ✓ Sleep well (at least 6-7 hours)
- ✓ Eat light
- ✓ Arrive earlier
- ✓ Think positive

Taboo List

- ✗ Caffeine
- ✗ Sugar
- ✗ Alcohol
- ✗ Negative thoughts
- ✗ Insomnia
- ✗ Heavy food



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INTERVIEWS: MANAGING YOUR NERVES BEFORE AN INTERVIEW

Relaxation Techniques

Visualization

Visualize the successful interview in details, and you will get a burst of confidence. That is also a way to rehearse your interview answers.

Listening to Music

It is your choice whether to listen to something relaxing or invigorating. Use music to kill bad thought and attune yourself to interview.

Power Posing

Posing like a superhero ("Wonder Woman" or "Superman") for 2 minutes increases in testosterone and drops in cortisol (the stress hormone). You will feel less stressed and more confident.

Breathing

Breathe for four counts and hold your breath for four counts.



Obvious Signs You Are Nervous

Quick Remedy

Touching your face and hair

Control your gestures, keep your hands visible or take a pen to keep them 'busy'

Closed body position (arms and legs cross)

Relax and find your best sitting position

Sweaty palms

Have a wipe cloth to wipe off hands

Voice trembles

Take a deep breath to relax tensed throat

Dry mouth

Take small sips of water during interview

Hard to concentrate

Ask questions to structure your thoughts meanwhile

Stumbling over your words

Slow down, don't be afraid to pause

Blinking

Keep eye contact (but don't stare)

INTERVIEWS: MANAGING YOUR NERVES

targetjobs.co.uk

Interview nerves are a good thing. They show you care about the job and can give you that extra performance...



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INTERVIEWS:

VERBAL & NON-VERBAL COMMUNICATION TIPS

Speak politely and enthusiastically. Even informal interviews require respect, attention, and motivation. You are selling yourself as the best candidate for a sought-after opportunity!

Mind your body language/1:
smile, seek eye contact, nod or otherwise show you are engaged in the conversation.

Mind your body language/2:
Avoid looking away, rolling your eyes, huffing, crossing your arms...

Make some small talk at the beginning, but be careful not to get too distracted or informal



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INTERVIEWS: COMMON MISTAKES

General:

Careless appearance and/or messy background (blur if needed)

Lateness, bad connection quality

Excessive informality and inappropriate language choices (slang, tone...)

Dismissive, inattentive, or otherwise inappropriate attitude

Interview contents:

Partial or very brief answers to questions

Monotone attitude, not transmitting motivation for the whole opportunity (aside from the trip)

Lack of understanding of the opportunity and what it entails

Lack of forethought on what one wants to get out of the opportunity

Not preparing predictable interview answers (ex. *Tell me about yourself/About a time when*)

No final questions, or ones that could have been answered by reading the JD/website



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INTERVIEW CONTENT: TYPES OF QUESTIONS

General

To get to know
you better

Technical

To assess your
subject matter
knowledge and skill

Organizational

To evaluate your
organizational skills

Behavioral

To analyze how
you handled actual
workplace situations

Situational

To appraise how
you would handle
hypothetical
situations in
the future



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TELL ME ABOUT YOURSELF

Your present (course, school/uni, clubs and societies, PT work...)

Your *recent and relevant* past
(experiences and skills highlights, including extracurriculars, internships, volunteering, projects, PT jobs, sports...)

Your *related* future goals and how the opportunity fits into it



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ANSWER SAMPLES: TELL ME ABOUT YOURSELF

Example 1: “I’m [Name], and I’m currently in Year X studying [Course] at [University].

I’ve always been passionate about [Specific Interest or Field], which led me to [Relevant Experience or Project].

I’m interested in [Specific Goals or Aspirations], and I believe that [Opportunity Name] is the ideal place for me to [further explore these interests/develop new skills/achieve a specific goal]”

Example 2: “I’m [Name], from [Hometown]. I’m studying [Course] at [University].

My journey has included [Unique Experiences], such as [Internship, Research, or Volunteer Work].

I’m particularly drawn to [Specific Aspect of Programme], and if I am successful, I hope to contribute to [University Community or Initiatives].”



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S	T	A	R
Situation	Task	Action	Result
What is the background of the event/project?	What are the purpose, expectations and challenges?	What did you plan to do? What steps did you take?	What was the result, outcome and impact?
<p>Join an executive committee for a volunteering programme in 2019 to deliver classes to children.</p>	<p>I was the programme leader and was responsible for recruiting volunteers and coordinating with 20 team members.</p>	<p>Conducted weekly meetings. Designed marketing campaign.</p>	<p>Worked with my team for 90 days. Recruited >100 participants and worked with >50 schools.</p>

ANSWERING BEHAVIOURAL QUESTIONS: THE STAR TECHNIQUE



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Being generic.
They're looking
for a specific
example!

Too much detail
about the
Situation, not
enough about
Results

A vaguely
described
Challenge

Using a passive
voice e.g.
"decisions were
made"

Choosing an
example w/o
positive
resolution

Using "we"
instead of "I"

**ANSWERING BEHAVIOURAL QUESTIONS:
THE STAR TECHNIQUE - MISTAKES**



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"Describe a situation when you had to complete a piece of work to a high standard while meeting a strict deadline."

SITUATION

As part of the final project for my degree, I completed a quantitative research project to explore whether customer loyalty increased or decreased with businesses who use social media as opposed to those who don't. I worked with a creative agency who sponsored my project to allow me to gather the information I needed.

TASK

To provide useful information for the agency, I needed to carry out thorough research and draft the report within a three-month period.

ACTION

To ensure the project was delivered on time, I had to become fully conversant with quantitative research techniques. I therefore studied this extensively, which improved the way I gathered data for the project. I also managed to complete this project while fulfilling my other volunteering commitments and assignments for other courses.

Result

Even though the workload was significant and I was under a great deal of pressure, I achieved a pass of 80% for my final project and my work was published in a respected journal. The agency who sponsored the research also published the findings of their project, and I secured an internship with them over the summer



DO YOU HAVE ANY QUESTIONS FOR US? (PROGRAMMES & EVENTS INTERVIEWS)

FIRST Make sure that your question cannot already be easily answered by reading the opportunity ad or the related web page!

Some acceptable questions:

- What are the next steps in the selection process?
- What will the group make-up look like?
- What will [element of the project] entail?
- What have past participants enjoyed?

More:

- What have been the most challenging elements in the past?
- What will happen after the project?
- Will we/I be able to...
- Timeline and Logistics



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DO YOU HAVE ANY QUESTIONS FOR US? (JOBS)

4. What are the first priorities for this position?



Helps you know what to focus on if you get the job and how to make a good first impression.

5. What are the challenges of this position?



This lets you know what you'll be facing. If they don't list any challenges, be very suspicious.

6. What have past employees done to succeed in this position?



This gives you a good sense of how the company measures success.

7. Do you have any hesitations about my qualifications?



Shows you are secure enough to discuss your weaknesses.

1. What do you like most about working for this company?



Your interviewer will tell you what they value most and you can see if you value the same things.

2. How has this position evolved?



Their response will tell you if the job is a dead end.

3. Can you give me examples of how I would collaborate with my manager?



Their response will tell you how staff members are used and if you can showcase your skills.



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THANK YOU!

If you still would like to know more about this selection process:

Book a 15', one-to-one interview feedback session

Email l.piccinini@qub.ac.uk



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THANK YOU!

For more application, interview, or general career support,
book a Career Guidance Appointment
via MyFuture > My Appointments

For more information on available opportunities abroad,
Book a Global Opportunities Team appointment
via MyFuture > My Appointments

Upcoming events and programmes can be found at
go.qub.ac.uk/CareersEvents or on MyFuture > Events



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