



Competency-based interview skills

This programme assists participants to prepare for a competency-based interview, which is based on the premise that past experience can predict future behaviour. This is an increasingly common style of interviewing that enables candidates to show how they would demonstrate certain behaviours and skills in the workplace by answering questions about how they have reacted to, and dealt with, previous workplace situations. The programme will provide an overview of curriculum vitae development and will outline the steps in the interview process. Role play will be used to ensure that participants are able to communicate their knowledge and experience effectively for any future interviews.

Programme content

- Developing your CV
- Competencies used by employers
- Stages in the interview process
- Interview skills
- Researching the employer
- Good communication “sell yourself”
- Practical workshop and role play.

Learning outcomes

- Be better prepared for interviews
- Understand the stages of the interview process
- Be equipped to develop greater communication skills
- Have a knowledge of criteria used by the interviewer to assess the interviewee
- Know how to develop a curriculum vitae.

Sample reading list

Day-Calder, M. (2016) ‘Prepare to impress’, *Nursing Standard*, (30)22, pp.63.

Dean, E. (2016) ‘ Make a CV work harder’, *Nursing Standard*, (30)23, pp.63.

Fowler, J. (2015) ‘Part 11: CVs and letters of application’, *British Journal of Nursing*, 24(3), pp.190.