

## INTERVIEW FORM FOR PHD APPLICANTS

Applicant Name: .....

Interviewer Name: .....

Position: .....

### Format of Interview

- Introduce Members of Panel
- Explain interview process:
  1. We will get you to provide a summary of your **background and experience**
  2. We will ask you a series of 10 **behavioural based questions** that are specific to this position.  
Why? Because your qualifications and experience have already been provided in your cv,  
However it is important for us to get the right person into this position.  
The right person is based on certain behaviours  
eg. communication skills, motivation, if people can work in a team etc  
we will find these answers through asking you behavioural questions
  3. We will then ask a few **standard questions** that we would ask for any position
  4. Finally we will discuss **next steps and process**
  5. Then there is an opportunity for you to ask us questions
  6. Please note we will be taking notes throughout the interview.  
Also we will be asking all applicants the same questions so that everyone is treated the same.  
If you don't understand the question please tell us and we will attempt to explain it again for you.

*Note Questions are in red text*

*Questions in italics are there as a guide and should be asked to get more information and a more detailed answer*

## Background

Please give us a 10 minute summary of your recent work experience (eg focus on the last 5 years)  
What is relevant to this position, what skills you have learnt and why you applied for this position.

*Ask questions around:*

*What went well? What didn't go well? What did you learn? What would you do differently? What did you like? What didn't you like?*

## Behavioural Questions

Now we are going to ask a series of 10 behavioural questions relevant to this position.  
When answering please try to give us a SPECIFIC example of when this happened and how you responded.  
If you don't understand the question please ask us to clarify

*We would prefer EXAMPLES from a work situation but if you can't think of a work situation you can use an EXAMPLE from your private life*

## Focus on Results (2 questions)

### 1. Take responsibility

*Describe a time when you were relied on to complete work with minimal supervision*

*What was the outcome?*

*What could you have done differently?*

### 2. Organise for results

*Please give us an example of significant clashes in prioritising your work*

*How did you deal with this?*

*What processes did you use to plan your work?*

*Were these successful?*

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### **Managing Change (1 question)**

#### **3. Championing Change**

*Tell us about a time that there was a major change in your work or study environment*

*We are looking for an example of where things needed to be done differently*

*What did you like about the change and what didn't you like?*

*How much effort did the change require of you?*

*Do you think it could have been done differently?*

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### **Personal Capability (2 questions)**

#### **4. Technical and Professional Expertise**

*What part of your present role is the most technically challenging?*

*Why is it challenging?*

*How have you coped with this?*

*How long did it take you to learn & be comfortable with this technique?*

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**5. Problem solving**

Can you tell us about a time when you were working on solving a problem and realised it was taking too long or that you weren't really getting anywhere

*How long did it take you to come to that conclusion?*

*What did you do?*

*What are you doing now about that problem?*

*Did you learn anything from this & what would you do differently next time?*

**Interpersonal skills (2 questions)****6. Communication**

Describe a time when you had to work with someone you didn't know

*How did you get to know them?*

*How did this work?*

*What helped and what didn't help?*

**7. Collaboration**

What is the best example of teamwork that you have experienced

*What made it so?*

*What did you do within this team to make it so successful?*

**Character (3 questions)****8. Courage**

How assertive or courageous would you describe yourself?

Can you please give us an EXAMPLE of when you had to assert yourself in an uncomfortable situation

*How did you feel?*

*How successful was it?*

*How often do you do this?*

**9. Positive**

Describe a time when you agreed to try a new approach, even though you didn't think it would be successful

**10. Self Aware**

Tell us about a time when you have felt the most under pressure?

*How does this show to other people?*

*How do you manage this?*

<b>Standard Questions / Discussion Points</b>
<p>You are aware that the position is located here at Foulum/Aarslev?</p>
<p>Do you have a current driver's license?</p>
<p>Do you have any special needs we should be aware of? <i>eg back problems, special computer needs</i></p>
<p>Are you aware of the salary conditions?</p> <p>Expect approx 20,061 per month plus 2,283 per month pension = 240,732 plus 27,396 pension per year (= 268,128 DKK total per year) which is taxable</p>
<p>Are you familiar with the vacation rules in DK?</p> <p>You will not have paid vacation the first year, you need to 'earn' it first. For one year employment you have 5 weeks vacation and 1 week 'days-off' (særlige feriedage)</p>
<p>Are you aware that 20% of your time should be used on activities other than your project? (You can decline this and have a reduction in your salary).</p> <p>This includes teaching, being a demonstrator, working on projects in a similar area as and when agreed with your supervisor</p>
<p>We expect you to have a stay abroad during the PhD-period. Can you go abroad for a 3-6 month period?</p>
<p>Have you applied for any other positions that we should be aware of? <i>That may influence you accepting this position if it was offered to you</i></p>

## Timeline

We need to evaluate the interview and consider interviewing other suitable applicants

We need to make a recommendation to GSST that needs to be approved

The positions can be taken up from XXXX???

If you have any concerns or questions please contact us and we can update you on where we are in the process

## Do you have any questions for us?


<b>Summary of the Interview</b>					
<b>Behavioural Question</b>	<b>Quality of the example &amp; information given</b>				
	<b>Poor</b>	<b>Light</b>	<b>Acceptable</b>	<b>Good</b>	<b>Excellent</b>
<b>1. Take responsibility</b>					
<b>2. Organise for results</b>					
<b>3. Championing Change</b>					
<b>4. Technical and Professional Expertise</b>					
<b>5. Problem solving</b>					
<b>6. Communication</b>					
<b>7. Collaboration</b>					
<b>8. Courage</b>					
<b>9. Positive</b>					
<b>10. Self Aware</b>					

**Recommendation / Comments:**