

## Using the CAR framework to answer interview questions

### Step One

Watch two videos: “How to use the CAR structure in interviews (part 1 – theory)” & “How to use the CAR structure in interviews (part 2 – practice)”

### Step Two

Print out this worksheet and complete the table on page two.

*You can do this by yourself but it's even better if you can find a friend to do it with. We suggest you hand write as that helps you to remember the information more than typing it out. Remember, answering competency based questions is all about giving evidence that you have the competencies they are looking for - this means you need to think carefully about the best example and how to use it*

- Pick two examples for each competency on the list and fill out the table with the CAR framework. Just short bullet points will do as a prompt – you'll need to explain answers fluently in the interview but there's no need to write everything down in long form
- Be specific and make sure you include what you learnt in the “Result” section
- Remember: often the best examples are of times where things have gone wrong or there is conflict, this means you can bring out what you learned more easily

### Step three

Grab a friend, and work together to interview each other, taking turns to play the role of interviewer.

Ask the questions on the table, listen to the answers and give feedback – what worked well? What could they improve? Did the answer seem overly simplistic or too complicated? Was it interesting enough?

If you're working on this alone, maybe find some space where you can practice out loud to hear yourself talk through each example.

Note any feedback and amend your bullet points as needed.

We suggest you create an interview folder that you put this worksheet into – you can add to the folder over time with any feedback from interviews, copies of your CV as it evolves, and any research and prep that you do for interviews that might be useful to keep. This will in time become a useful resource for you, especially if you're called to interview at short notice. Remember, your CAR examples will change and evolve over time so be sure to

**Hopefully by the end of this task, you'll be feeling revved up and more prepared for interviews**

## CAR framework – for completion

*Remember, difficult interviewers might ask you for a second example of the same competency so we suggest you prepare two examples for each question*

Context	Action	Result
Talk to me about a time when you were a <b>leader</b> and it was difficult <i>sophisticated answers might include reflection on your personal leadership “style” – i.e. what kind of leader are you?</i>		
Tell me about a time that you worked as part of a very successful <b>team</b>		
Give me an example of a time you showed <b>initiative</b>		
Tell me about a time you <b>learned</b> something		
Tell me about a time when you <b>failed</b> at something <i>remember this question is really about resilience / learning from our mistakes</i>		
Give me an example of a time when you had to <b>manage conflict</b>		