

## **Guideline to help prepare for OCCAR interviews**

Interviews can be a challenging experience. Here are some guidelines to help you prepare.

When planning your travel, make sure your arrangements will allow you to arrive at the respective OCCAR site well before the interview start time. The OCCAR invitation for interview includes the address, the starting point and the duration of the selection process and whether a practical test is included.

Dress smartly, but wear something you are comfortable in.

Interviews are conducted in English. At the interview you will need to show that you are able to conduct business efficiently in English, so you might want to practice a little beforehand if English is not your first language. You may also be asked about your other language skills if you have indicated them on your application.

At the beginning of the interview you will be required to give a brief introduction of yourself, detailing your recent employment history and any relevant experience. The introduction should be brief and focussed on your experience relating to the post you are being interviewed for. So re-familiarise yourself with your CV and your relevant work experience so you can recall and explain how your skills and experience would enable you to succeed at OCCAR.

Relax and be yourself; interviews can be stressful, but OCCAR's interviewers will be open and approachable and wanting to meet the real you.

Be prepared to demonstrate your knowledge of OCCAR, its processes and its role in the European/Multinational Defence environment. You might want to research OCCAR to refresh your knowledge about what we do. Needless to say that you should make every effort to increase your awareness of the role you applied for.

Be honest about your achievements and previous roles; everyone has had positive and negative work experiences. It is important that you are able to describe your respective roles, your actions and the results in a concise and to the point manner. In case of negative work experiences, describe how you have learned and grown from them, rather than not mentioning them at all. Give concise answers to the questions put to you but, at the same time, try to avoid giving just 'yes' or 'no' answers. Remember in your answers to focus on the specific role that you played in an activity, rather than only talking about the team or 'we'.

Please prepare to answer some competency-based interview questions. You might want to look at the key competences and skills required for the grade you have applied for. You can find a list of these competencies and skills in the vacancy notice. Like in your application, please be prepared to provide evidence of meeting these key competences and skills during the interview.

Finally, think about questions that you would like to ask us. Remember, the interview is not just about us getting to know you, it is also an opportunity for you to find out about your potential future employer OCCAR and the role you are being interviewed for.