

Balfour Beatty

EXCELLING *AT YOUR* **INTERVIEW**

A GUIDE FOR
EXTERNAL
CANDIDATES

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01/INTRODUCTION

Thank you for your application and congratulations on reaching the selection and interview stage. This guide will help you excel through the next steps and includes details of what to expect during the interview process and interview techniques.

ABOUT US

Balfour Beatty is a leading international infrastructure group. We finance, develop, build and maintain innovative and efficient infrastructure that underpins daily life, supports communities and enables economic growth.

We provide the essential infrastructure assets societies need to function, develop and thrive. With 110 years of experience in delivering highly complex infrastructure projects, we know how to operate with the highest levels of quality, safety and technical expertise, integrate with clients and local supply chains and work with local communities.

Now we are building Balfour Beatty's future through our Build to Last business transformation programme, which is anchored by our four goals of: **Lean; Expert; Trusted; Safe**.

Find out how Balfour Beatty can shape your future - www.balfourbeattycareers.com/why-balfour-beatty/

02/OUR COMMITMENT TO DIVERSITY

We believe everyone should be recruited and promoted on the basis of their personal ability, contribution and potential.

We value diversity and celebrate individual differences, believing that our inclusive culture helps the business continue to grow as a strong, dynamic and innovative organisation.

Our employees and potential recruits are increasingly interested in working for a company that shares their values of inclusion and respect and our long-standing commitment to equal opportunities is woven into the very fabric of our company.

If there's anything we can do to help you perform at your best during the selection process please let us know by emailing emergingtalent@balfourbeatty.com



03/INTERVIEW PREPARATION

Perfect preparation will help you deliver a great interview.

There are several ways you can prepare for your interview beforehand:

- Research Balfour Beatty to familiarise yourself with our company and the business area you have applied to.
- Follow us on LinkedIn, Twitter and Facebook to keep up to date.
- Read the job description and responsibilities fully. If you have not received this, phone the HR Team on 0191 228 2991 or your agency contact.
- Familiarise yourself with your CV and start to think of examples of career successes you've had to date.
- Take time to think of examples you can use to answer anticipated questions. The interview is a two-way process so also think of any questions you would like to ask.
- Collect your Eligibility for Employment documents (see page 9) so you can bring them to the interview.
- Check the location of the interview and plan your journey.
- Dress smartly and comfortably on the day and know who you're seeing.

04/INTERVIEW PROCESS AND FORMAT

An interview is a structured two-way communication process which is designed to assess the skills, experience and background of an applicant in relation to a particular role.

Interviews normally open with broad questions about your work history, including your most recent role. You should know this inside out and be prepared to talk about any responsibilities and experiences you feel are relevant to the role for which you are applying. To prepare for this, think about:

- In your current role, what is the scope of your responsibility?
- What key challenges do you face in this position and how do you overcome them?
- What have been your major achievements?
- What are you most proud of?
- How does your experience relate to the role you are being interviewed for?



05/COMPETENCY BASED INTERVIEWS

You'll most likely take part in a competency-based interview, where the interviewers will ask you to describe a specific situation where you have demonstrated a particular competency or behaviour in the past.

Competency-based interviews allow you to show your suitability for the role requirement based on your experience – and ensure an objective and consistent assessment across all candidates. Competency interviews questions tend to start with a variation of 'Tell me about a time when...'.

When answering a competency-based question, the interviewers will be looking for you to give specific examples of times when you have demonstrated these competencies or behaviours in the past. To help structure your answer it often works best to respond using the STAR technique (right).

Even though the majority of internal interviews will be mainly competency based, it is likely that there will be an element of technical questioning around the specific skills required in the role that you will need to prepare for. Think through some examples of where you have displayed that technical skill previously or where your skills are transferable to the new role. You will be able to understand any technical requirements of the role from the job description.

STAR Technique

Situation: set the context for your story

Make sure your story will answer the question you've been asked

Task: outline what was required of you

State what the objectives were and talk about your specific role in the example

Action: explain what you did and how you did it

Talk briefly about the action taken and the behaviours you displayed in response to the situation

Result: what happened as a result of your action

Conclude your example with the outcome and remember to include any feedback or tangible results

06/AFTER THE INTERVIEW

You can expect to hear from us in around 10 working days after your interview to let you know if you have been successful or not. We provide feedback to both successful and unsuccessful candidates where requested.

If you are successful a member of the Resourcing Team will be in contact to discuss the offer and arrange to send your contract out.

Need more information?

We hope this pack answers any questions you may have. Feel free to contact our Resourcing Team if you have any further queries on 0191 228 2991 or your agency contact if you have applied via an agency.



07/ELIGIBILITY FOR INSURANCE DOCUMENTS

As part of our legal obligations and compliance requirements, it is essential that we collect the following documents before any offer of employment is made.

Please remember to bring any of the following documents/ combination of documents to the assessment centre, which can be accepted as proof of eligibility:



or



and



A full UK birth certificate (with parent(s) names on)/adoption certificate AND a P45 or wage slip from a previous employer/a document from government agency confirming permanent National Insurance number

or



and



A permanent residence card issued by the Home Office AND a P45 or wage slip from a previous employer/a document from government agency confirming permanent National Insurance number

or



and



A work permit AND a passport to show that the holder is allowed to stay and work in the UK