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## Self Discovery Newsletter

Skills and competencies  
August 2008

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Hi Karen

Welcome to the August edition of the Self Discovery newsletter. I would like to extend a warm welcome to all my new subscribers and those of you who have been reading my newsletter for many months.



In my last newsletter, I helped you to identify how to market yourself effectively. One place you will need to market yourself well and sell your skills is in an interview situation. Organisations recruit their staff in a range of ways, one of which may be by competency based interviews. Read below for my hints and tips on how to succeed.

I also want to let you know about an exciting new service I am offering to you, and its free! Read on for more about my career health check and [contact me](#) or visit my [website](#) for more information. Enjoy the rest of the summer, and I will see you next month.

Best wishes  
Karen Williams  
Personal development coach

## What are your competencies?



Competencies were developed in the 1980's and now feature in recruitment interviews, appraisals and development in many organisations. Competencies refer to the knowledge, skills, behaviours and attributes which are linked to the values of an organisation or underpin the requirements of a job.

Jobs will often have a set of competencies, against which you will need to demonstrate how you meet these. Equally they are important if you are self-employed and working for organisations or individuals as you will need to demonstrate how well you can

do a job.

There are various competencies you may come across, such as:

- Communication skills
- Delivering results
- Interpersonal skills
- Use of initiative
- Planning and organising
- Analytical thinking
- Strategic thinking
- Building relationships
- Developing others
- Teamwork
- Leading teams
- Customer focus

When you attend a job interview, you will often be assessed against the core competencies of the job and asked questions to demonstrate these behaviours. You will come across questions such as "tell me about...", "give me an example of a situation when..." or "describe..." which require you to give examples of situations where you have demonstrated these competencies or skills.

So what can you do to succeed at competency based interviews?

1. List all your attributes, skills and characteristics that you believe are important. What are you good at? Where do you excel?
2. For each attribute you have identified, in what situations have you demonstrated that you have used each attribute. Consider real examples to provide evidence of what you have done.
3. Be honest about your attributes as if you lie or elaborate you may be found out later.
4. When you are in an interview situation, take your time before you give your response. If you have a blank moment, ask the interviewer to repeat the question or ask for a few moments to collect your thoughts.
5. Ask the interviewer what they want from a person working for the organisation, as this will help you to identify more about the culture and people working there.

So what specific tips would you offer to excel at competency-based job interviews? Email me today with your tips to share.

## 7 quick tips to help you succeed at interviews

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People will make an impression of you within a few minutes of meeting you, and in an interview situation, this is likely to affect the outcome of an interview. So what can you do to make a great first impression?



1. Shake hands confidently with the interviewer.
2. Smile.
3. Introduce yourself.
4. Be polite, friendly and assertive.
5. Arrive early for the interview.
6. Dress smartly and appropriate for the position.
7. Remain calm and relaxed, even when the pressure is on.

## Free Career Health Check

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Work can be challenging at times. Do you want promotion, a change of career direction, or the motivation to help you to succeed at work? If so, you can benefit from a **Free Career Health Check**.

Book your slot by calling me on 07823 335747 or email [karen@selfdiscoverycoaching.co.uk](mailto:karen@selfdiscoverycoaching.co.uk).

Further information can be found at [www.selfdiscoverycoaching.co.uk/healthcheck](http://www.selfdiscoverycoaching.co.uk/healthcheck).

## Inspirational Story

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When I started working with Carolyn, she was (in her own words) stressed and finding it hard to cope. With a partner who was unfaithful and a demanding daughter, she came to me to find herself, her confidence and develop a clear and compelling future.

Over the last 4 months, we have worked together to help Carolyn to gain a greater belief in her own abilities, and see through the blocks that were holding her back. She has started to look for a new house for herself and her daughter and develop a clear vision for their future. During the last few coaching sessions with Carolyn, I have seen a different person, who is more focused, stronger, happier and looking forward to the next steps in her life. Now we are working together to give her strategies to cope with the bad days and to develop a positive and happy future.

## Thought of the month

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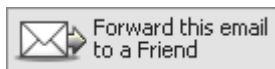
"If we wait for the moment when everything, absolutely everything is ready, we shall never begin" - Ivan Turgenev

## Forward this newsletter to your friends

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Did you enjoy this newsletter? Do you know someone who would benefit from my free career health check? If so, share this newsletter with them today.

You can click on the box below to pass on the information, then it is up to them whether they wish to subscribe.



## Quick links and useful articles

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[Self Discovery Coaching](#)

[Self Discovery blogspot](#)

[July newsletter - Marketing yourself](#)

[How to get motivated at work - top ten tips](#)

## Contact information

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