

HIQA Interview Preparation



COMPETENCY INTERVIEW

The interview will be competency based. The selection panel will ask you competency questions from some, but not all, of the competencies for the role as outlined in the Candidate Information Booklet. Questions will be asked from the two types of competencies, 'behavioural competencies' and 'technical competencies' and will not exceed six competencies in total.

It is important to review the role description within the Candidate Information Booklet, which will assist you in understanding each competency and the proficiency level required for the role. It is also important to review HIQA's Competency Framework.

Please note that the recruitment team cannot advise candidates on what specific competencies will be assessed at interview. The questions and competencies are set by the selection panel.

At interview make sure to have water at hand and have your phone off or on silent.



IF YOU ARE REMOTE INTERVIEWING

The interview will be on Microsoft Teams.

You will need an internet connection of at least 1MB per second bandwidth. Your device will need both video and microphone capability. Please test this in advance.

It is the candidate's responsibility to ensure that they can be seen and heard for the duration of the interview. If this is not the case, the interview will not be able to proceed. There are many resources available online to help you prepare for remote interviewing.



TOP TIPS FOR REMOTE INTERVIEWING

- Do a test run, check and test your device's audio and webcam beforehand
- Make sure you are in a quiet location with no interruptions
- Check what is visible in the background
- Close unnecessary web browser tabs and applications and make sure alerts, for example email alerts, are turned off.