Interview Preparation

Top 10 Achievements

This activity is extremely useful for preparing for job interviews and job applications as it allows you to clearly articulate examples of competencies in a variety of situations. It is also useful to consider when reflecting on these achievements when you were at your best, use the Good at and Enjoy matrix to help you. Together this will help you become clearer on the kind of work you are good at and enjoy and be able to demonstrate your competence in these areas. Then highlight these in your CV, applications and at interview. After all there is little point 'marketing skills' you have that you don't really enjoy using!

SARC Activity: Identify your top 10 - 15 achievements

This simple activity will help you identify your key achievements and things you are most proud of. You can go back over your whole career, however try to focus on the last 10 years for the most part. This activity is broken down into 4 simple steps that include:

1. Situation	Think of a situation where you are proud of what you did. Reflect on the problem that needed solving. Write it out in long hand, include the complexity of the situation, the extent of the problem you had to solve and why it was an issue for the project/team/dept/ organisation you were working for.
2. Action	Write down the actions you took to solve this problem, using lots of verbs (action words), make sure you capture what you did specifically as what you did as part of the team, use 'I' statements.
3. Results	What was the outcome, use qualitative and quantitative measures where possible, of the action you took in solving the problem you had.
4. Competency	Look back over the previous 3 steps and reflect on the competencies you demonstrated in resolving the situation faced. Make a note of the competency this achievement best demonstrates.

SARC Exercise

We invite you to fill in the table below based on the information on the previous page, outlining what to reflect on for each column.

Situation	Action	Results	Competencies
1.			
2.			
3.			

Common themes and patterns emerging

Have a look at everything you have written. Are there any themes or connecting features coming out of this exercise? Have you learnt anything about yourself? Fill in your answers in the box below. If you need more space, please continue on a separate piece of paper.