

MMU Professional Passport

Guidance Notes for the Application Process

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Interview Guidance Notes

Once you have successfully passed the application and CV stage of the MMU Professional Passport you will be asked to attend an interview conducted by a panel that includes an employer, academic and Careers and Employability Adviser. You will also need to give a five minute presentation on a topic of your choice using PowerPoint.

To help you in this process we have provided you with the list of possible interview questions from which you will be asked four. This is to enable you to have time to prepare and so in this respect is unlike a job interview. However, as you will have had the opportunity to prepare answers, a high standard of response will be expected. Please note the use of written notes and prompts is not allowed. For each answer, you need to show:

- Concrete examples given from a range of experiences
- An analytical and reflective approach to personal development
- The development of a range of skills
- The ability to present your experiences concisely, clearly and appropriately

For general help with interviews please refer to the career guide '[Interviews](#)'.

And/or watch the streamed [interview video](#) online.

All applicants are obliged to go to the following workshops and your attendance will be checked. If you are unable to attend you MUST telephone the Careers and Employability Service on Tel 0161 247 3483.

- ◆ 'Successful Interviews – Stand Out from the Crowd.'
- ◆ 'How to Present like a Professional'.

These workshops are run by the Careers and Employability Service. For dates go to our [website](#).

You are also entitled to a [careers appointment](#) to prepare for your interview.

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First Interview - list of potential questions

Please note that you will only be asked four questions at your interview

- What do you feel you have gained from your involvement in the MMU Passport?
- What skills have you gained from your degree studies that you can utilise in your future working life?
- Tell us about an occasion from your extra –curricular activities when you demonstrated effective team-working skills.
- At University you have also spent time in part-time work or volunteering. Can you name an area of strength and how you have developed this?
- Describe a situation in which you were able to use IT in a creative way.
- Describe an instance when you had to think on your feet to extricate yourself from a difficult situation.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- By providing examples, convince me that you can adapt to a wide variety of people, situations and environments.
- Describe a time on any job that you held in which you were faced with problems or stresses that tested your coping skills.
- Give me an example of a time in which you had to be relatively quick in coming to a decision.

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Second Interview - list of potential questions

Please note that you will only be asked four questions at your interview

- How have you benefited from undertaking your degree programme?
- Describe an occasion from your work experience where you have worked under pressure.
- What employability skills have you developed from your extra curricular interests?
- Based upon your own experiences why would you encourage other students to become involved in the MMU Passport?
- Give me an example of a time when you were able to successfully communicate with another person even when that individual may not have personally liked you (or vice versa).
- Tell me about a time in which you had to use your written communication skills in order to get an important point across.
- Give me an example of an important goal that you had set in the past and tell me about your success in reaching it.
- Diversity in the workplace is an important concept. What do you think it means?
- Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.
- Describe a time when something did not go according to plan. What did you learn from it and what would you do differently another time?

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Interview Tips

- ◆ Read through your application form and CV- try and look at them through the panel's eyes
- ◆ Prepare answers to the questions - this is a competency-based interview so you are required to give in-depth detail about a situation where you demonstrated a particular skill; be specific about what you did and what you learned from it
- ◆ Choose examples from all areas of your life to demonstrate your answers including academic work, outside interests and work experience
- ◆ Practise talking through your answers – the STAR model is a useful structure to follow
- ◆ Aim to arrive early

- ◆ Decide on your smart outfit in advance
- ◆ When facing a panel address the questioner but seek eye contact with the others
- ◆ Sound animated and enthusiastic

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Presentation

This is on a topic of your choice and should last for five minutes using PowerPoint. You will be assessed on your ability to:

- Communicate effectively to your target audience
- Demonstrate the ability to deliver ideas/concepts effectively
- Demonstrate the ability to make appropriate use of audio visual aids (AV)
- Manage time well

Presentation Tips

Tell the panel why you have chosen to speak about your topic. You will probably have your presentation loaded onto a memory stick or portable hard drive, so make sure it is working properly before your interview. If anything fails to go smoothly with the technology, stay calm; it can almost always be sorted out and the panel will be sympathetic.

For help with presentations please refer to the career guide '[presentation skills](#)'. Don't forget you must attend the workshop 'How to Present like a Professional'.

And finally...

Well done and thank you for completing the MMU Professional Passport. We do hope that you have found the process useful and that it will help you in the future with your job hunting. Keep a copy of your Passport application in a safe area so that you can make reference to it in your future job hunting.

Your completed application form and CV should be e-mailed to:
passport@mmu.ac.uk.

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