

## QUICK GUIDE



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### How To Prepare For Interview

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#### Experts Providing Experts

TalentSource Life Sciences is the dedicated flexible resourcing business unit within CROMSOURCE - a business started over 25 years ago when CROMSOURCE first entered the resourcing market.

## What is a competency based interview?

The aim of competency based interviewing is to check your knowledge, skills and abilities based on your past behaviours. The principle is that our past behaviour predicts our future behaviour, but also - that we can learn from our past experiences.

The competency based interview is structured. Your interviewer will ask you about the competencies that are crucial in the job you apply for.

## Preparing For The Interview

### 1. Interview structure. How will it look?

Most competency based interviews will take the following format:

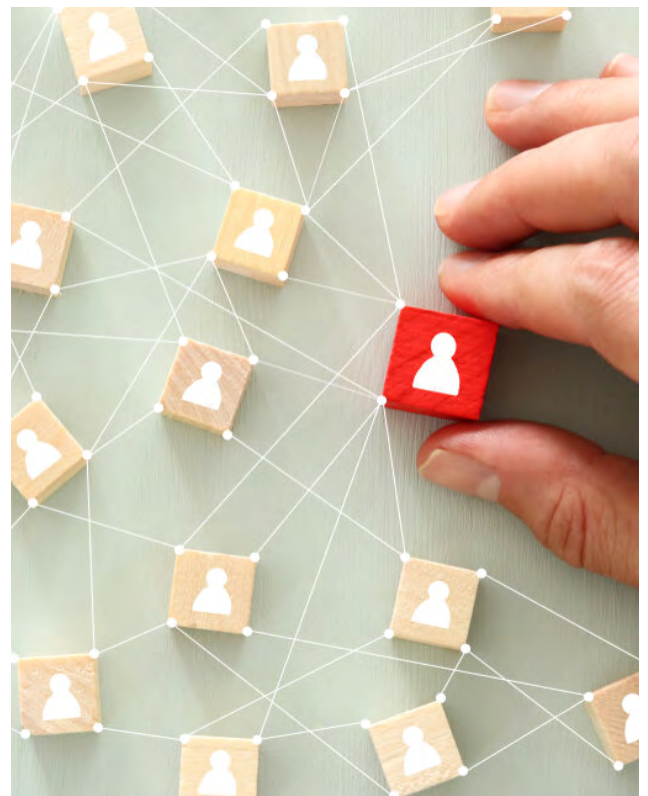
- **Key background review** - you may be asked specific questions about your educational background and work history, including your current role.
- **Competency questions** - where you are asked to relate prior job-related experiences to allow the interviewer to assess your strength in a number of specific capabilities/competencies. You will be asked to recall examples of your experience in the context of the specific job requirements. The majority or all of these would be listed in the job description. The interviewer is looking for a specific situation or task, the actions that you took and the results you obtained. This format, known as STAR, is the basis of all competency-based interviewing.

**STAR** means:

- **Situation** (*issue, challenge, etc.*) → give an example of a situation you were involved in that resulted in a positive outcome
- **Task** (*what you encountered*) → describe the tasks involved in that situation
- **Actions** (*what you did in light of the situation*) → talk about the various actions involved in the situation's task
- **Results of your actions** (*positive and - if negative - what were lessons learnt*) → describe results directly followed because of your actions

**STAR** refers to competences required for the job. In order to prepare for this section of the interview, for each capability/competency:

- identify two job-related STARs that occurred during the last two years that will demonstrate that you possess the capability/competency;
- stay focused on you - say what you did, not what "we" did or "was done";
- plan to take five to ten minutes to relate each STAR, giving the highlights rather than every detail.



## 2. Questions. What they may ask?

As you begin to prepare for an interview, you may realise that you first need to gain more clarity about what is important to you in a job, what skills you have and prefer to use, and whether this is the right job for you. To do that think about:

- **Reviewing the key responsibilities and accountabilities for the job;**
- **Reviewing your key capabilities and experience.**

You will be asked to relate past job-related experiences in the context of the specific capabilities or competencies that are required for the job. Majority or all of them have been already listed in the job description.

The interviewer is looking for a specific situation or task, the actions that you took and the results you obtained.



## How To Prepare For Interview

### 3. Interview. Do's and hints.

#### DO'S

- Listen carefully to the question.
- Take a second or two to compose your thoughts before you answer. Don't rush.
- Ask for clarification if you need to. Be sure you really understand what the interviewer is asking.
- Speak succinctly and clearly, minimise jargon, eliminate slang.
- Try to phrase your responses in STARs, and keep them brief.
- Try to vary your examples - though it is okay (and sometimes efficient) to use the same example to illustrate different competencies.
- Ask questions. The interview is two-side relationship.
- Stay focused but relaxed. Every assessment is a stressful situation - on the other hand, it's a good opportunity for you to assess if you would like to work for the company!

#### HINTS

- Avoid making vague statements that may sound good but provide no specific information about what you did, such as "the project team created a plan..."
- Avoid making theoretical statements such as "I would do..." or "I always..." as these provide no information about what you actually did.



## About TalentSource Life Sciences

TalentSource Life Sciences is the division of CROMSOURCE, dedicated to providing our clients with a variety of flexible resourcing models.

Established over 25 years ago when the staffing division, formerly MSOURCE, entered the market, TalentSource supplies flexible, tailor-made resource teams, management and processes for any clinical/medical devices study, as well as in a number of other related industry functions. Our flexible resourcing solutions include staff augmentation/insourcing, full functional resourcing solutions (FSP) and bespoke hybrid delivery models – whatever is required, we can tailor our support to client needs.

The most valuable assets in clinical research are well-qualified, experienced and expert resources and we appreciate that the Life Science Industry is looking for every viable option that will identify true professionals. That's why we invest heavily in training and development to ensure our resources are learning all the time and always up-to-date with regulations.

## About CROMSOURCE

CROMSOURCE is a highly qualified ISO-certified international provider of outsourced services to the pharmaceutical, biotechnology and medical device industries, specialized in clinical development and staffing solutions.

Operating through offices across all regions of Europe and North America, CROMSOURCE delivers a comprehensive breadth of services. We seamlessly move biopharmaceutical products from first in human conducted in our exceptional early phase unit through all subsequent phase of pre- and post-approval research internationally.

Our pharmaceutical and medical device experts oversee projects through regulatory strategy and submission to pilot and pivotal clinical investigations in Europe and North America.



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