

## Before the interview

It is not only about your competence, but also about how you describe your competence



**Good preparation is key to succeeding at an interview. By being well prepared you feel confident and perform better. This text will provide you with hints & tips on how to excel at a values based behavioural interview.**

## Interviews

Interviews are an important part of the selection process within AstraZeneca because they help us to get answers to a number of important questions:

- Will you perform well in this position?
- Do you demonstrate the AZ Values and Behaviours?
- Do you have the potential to develop, perhaps take the lead?
- Are you enthusiastic and motivated?
- Will you work well in a team?

**An interview is a two-way process, so you will also get the chance to:**

- Tell us more about yourself, your knowledge, experience, etc.
- Find out more about the position you have applied for.

There are a number of different types of interviews, but within AstraZeneca, and many other companies, behavioural based interviews are frequently used.

For all our roles we are looking for candidates that not only possess the skills, knowledge, experience and competence but also can live our Values and Behaviours.

## Why do we use behavioural based interviews in recruitment?

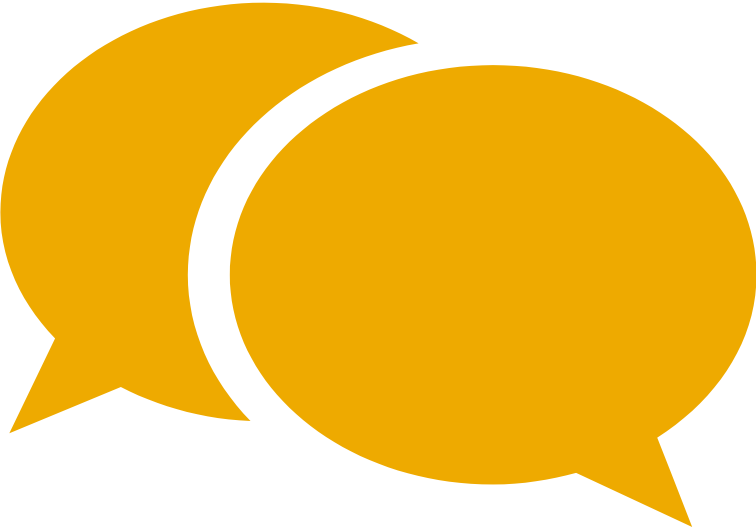
The interview methods we use ensure we facilitate a fair and valid selection process. Evidence shows that past behaviour predicts future performance, so discussing your past experiences is a predictor on how you are likely to behave in the role and how you fit with our values. Your responses to the interview questions will give you the opportunity to truly reflect on your achievements and experience to date and in return provide us with reliable data about your ability in certain key areas.

## Before the interview

Please try to prepare examples from your professional career or other similar events against each value. Try to anticipate which questions you will receive and prepare your answers. Example of a question in a behavioural interview:

- Tell me about a time when you were working with others to achieve a common goal?
- Give me an example of when you've had to undertake additional work to reach a set deadline.
- Describe a situation where you were not able to anticipate the needs of a customer.
- "What happened? What did you do?"

Please bear in mind that you may be asked to give examples of both success and lack of success during the interview, to gather information on lessons learnt. Think about how you will translate the difference between the example required in the questions and your actual experience. Read through your application as you will certainly get questions on its content. Make sure that you have all the information you need before the interview date. Also think through what questions you would like to ask at the interview.



## During the interview

For each Value, we will ask you to respond to the specific question we are asking. You should describe a relatively recent situation that illustrates your experience in this area. We will spend approximately 10 minutes for each Value and Behaviour. As a support for memory, you can use the **ATOLA** model.

### Listen carefully to the question and choose an example

The example should preferably be from within the last six months and not older than 2-3 years. It doesn't necessarily have to be work related, but should focus on work performance.

### Actions

Start by giving a brief background to the situation. What did you do and how did you approach it? Be clear with what you did and try to avoid talking in terms of "we".

### Thinking

Describe why you decided to use this approach?

### Outcome

Think about what you achieved

Did you reach the goal? What was the impact of your contribution? What was the result?

### Learnings

Explain the what went well and not so well

What did you take away? What did you learn?

### Application

Think about where you have been able to put this learning into practice

Who else has benefited from this?

## "But what if I don't have any experience?" ... Actually you do!

When thinking about our five values, if you do not have work related examples, consider sharing examples of your experience in the following areas:

- Sports
- Clubs/Professional Organisations
- Philanthropy
- Multicultural Activities
- The Arts
- Summer Employment, Internships and Gap Years
- Unique Accomplishments

### Note that:

- This is your opportunity to advertise yourself – put forward your strengths connected to the position.
- Be aware of your body language – eye contact is important! Try to relax, be positive and show your personality.
- The person/persons who are interviewing will take notes during the interview – do not let that distract you.
- Try to be relevant and focused when replying to the questions.
- You will have the structure of the interview described for you, but do not hesitate to ask if you think something is unclear.
- Please reflect afterwards on what went well and what you could do even better next time.

# AstraZeneca Values and Behaviours

Values	Behaviours
 <p><b>We follow the science</b></p>	<ul style="list-style-type: none"> <li>• I am curious and push the boundaries of science</li> <li>• I am creative in how I work with partners and collaborators</li> </ul>
 <p><b>We put patients first</b></p>	<ul style="list-style-type: none"> <li>• I am proud to serve patients and consider them in every decision I take</li> <li>• I strive to understand the needs of diverse patient populations and act accordingly</li> </ul>
 <p><b>We play to win</b></p>	<ul style="list-style-type: none"> <li>• I am determined to make the right choices to win</li> <li>• I build high performing, inclusive and diverse teams that collaborate across the enterprise</li> </ul>
 <p><b>We do the right thing</b></p>	<ul style="list-style-type: none"> <li>• I am accountable for my actions and the success of AZ</li> <li>• I speak my mind and make it safe for others to do so</li> </ul>
 <p><b>We are entrepreneurial</b></p>	<ul style="list-style-type: none"> <li>• I am brave, resilient and take smart risks</li> <li>• I act with urgency and simplify the way work gets done</li> </ul>