

# Careers

## Did you know?

Effective responses are articulated within the context and scope of the requirements of the job. .

## Structure Your Response

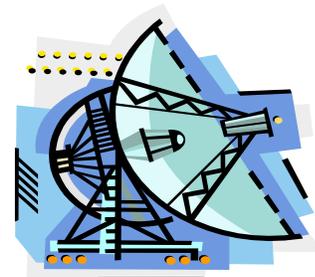
In interviews, what would be a good response can be diluted by a haphazard or disorganized presentation. It is therefore important that your response follows a logical sequence that takes the panelists from the context in which the response is derived, through the actions the candidate was involved in or undertook in relation to a defined situation, to the results that the candidate obtained or achieved and the experiences

or lessons learnt through the entire process.

In other words the candidate should 'narrate a 'journey' of accomplishment or experiences' to the interview panelists from beginning to the end. Effective responses are articulated within the context and scope of the requirements of the job. The candidate should study the job advert and craft the statement based on the content of the advert.

Next the candidate should articulate his or her contribution in previous or past work related to the objectives, expectations, and competences of the job he or she is applying for. A contribution statement describes what you believe you produced or accomplished through your work. It describes 'what' you delivered to your client and 'how' you delivered it.

For each of the



Your CareerScope

competences or skills required of the job the candidate should pause and reflect on the questions "When was the last time I did this?" What did I actually do? And "What did I deliver to the client?"

Next the candidate should articulate his or her 'relationship'

## "What part did you play in making the contribution?"

**A measurement statement should clearly articulate a distinct product, outcome (institutional or behavioral) or observable change that accrued from a candidate's contribution.**

statement. In applying a skill or competence to make a contribution, the candidate will usually relate to the team or group in one or more ways. A relationship statement describes who

you are and how you interacted with your organization, team, co-workers or clients in making the contribution. Were you a team member, team leader, or steward? In making the contribution did you

lead or follow? Did you work alone or within a team? In articulating the relationship statement the candidate must ask himself or herself the question: "What part did I play in making the contribution?" Lastly,

a good response articulates a 'measurement' statement. The measurement statement states the tangible result accruing from making a contribution in a given role. The measurement statement should clearly articulate a distinct product, outcome or observable change.