



# Interviewing at bp

The information in this guide will describe the interview process, explain what you can expect during an interview with bp, and provide you with tips on how to best prepare for your interview.

## What is structured interviewing?

bp uses structured interviewing to identify individuals who can contribute to bp's success. Structured interviewing focuses on how you have applied your skills and experiences to particular work situations. The interview questions are designed to elicit information about behaviours that are linked to the essential functions of the role for which you are applying and are necessary to perform the role successfully.

## Why does bp use a structured approach?

A structured interview process provides interviewers with a way to obtain information about skills (for example, communication, influencing and networking skills) that are best explored via discussion. Gathering detailed information about these skills generally helps interviewers identify candidates who are more likely to be high performers.

## bp's values and behaviours and leadership expectations

Our values and behaviours are Safety, Excellence, One Team, Courage and Respect. These are the basis of our business culture and form the backbone of our Code of Conduct. We look for evidence of these behaviours in all our new hires and use this as an important part of the selection process.

## Questions you might ask yourself of your experiences:

- How would I describe the experience if I were asked about it?
- What were the challenges involved in this experience?
- How did I deal with those challenges?
- What was the result of how I dealt with this experience and its challenges?
- If I were to approach the situation again, what would I do differently?
- What should I do during the interview?

## You likely will be more successful in the interview if you:

- Relax and answer the questions honestly.
- Take time to think about a question before you answer it.
- Ask the interviewer for clarification if you don't understand a question.
- Answer the questions by using examples of your own past experiences within a workplace environment.

## What can I expect during the interview process?

Trained interviewers will conduct the bp interviews and guide you through the process. Typically, the interview process includes two one-hour interviews that are conducted by interviewers from the relevant project or programme. Additionally, the hiring manager usually participates in the final interview.

The interviewers will ask you a set of questions designed to measure the behaviours important to the role for which you are applying. For each question, the interviewers will ask you to provide specific examples of how you responded to an actual situation or task. They may ask you additional questions to obtain clarifying information about the situation or task, your response to the situation or the outcome of your actions.

## How can I prepare for a competency-based interview?

One of the most useful approaches is to analyse how you have performed in your current and past roles against the criteria of the role. Before attending the interview, take some time to think about past examples of your work situations that are relevant to the criteria and behaviours we are looking for in the role. By doing so, you should find it easier to provide relevant answers to the questions you will be asked, allowing you to better illustrate your strengths and experience.

## How should I prepare for the competency-based interview?

You should try to use the STAR technique when considering your answers to the competency questions. The acronym STAR stands for:

- Situation
- Task
- Action
- Result

It is a universally recognized communication technique designed to enable you to provide a meaningful and complete answer to questions asking for examples. At the same time, it has the advantage of being simple enough to be applied easily.