

# Interview Tips

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## Preparation is key to ensuring that you have a successful interview

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### **THE REASON FOR INTERVIEWING**

Interviews are designed to identify candidates with the most relevant skill sets and experience for a vacancy, however, many people forget this and talk very generally about their skills and experience. If you have skills that will not be used in the job applied for, then discussing these skills is not best use of your time, as this leaves less time to talk about what the interviewer wants to know. The person interviewing you is looking for evidence of suitable skills and how you have applied them. The interview is your opportunity to demonstrate relevant experience. This is usually called 'competency based' interviewing.

Generally, the interviewer will have a specific amount of time to ask the same questions to each candidate. Use your interview time wisely by clearly answering their questions and providing them with the evidence they require to demonstrate you are the best candidate for the role. If you talk too much on one subject, the interviewer may not have enough time to ask all of their questions, and therefore you will not have provided all the evidence required. Remember, time management and presenting information verbally are often competencies required for the role. If you cannot express yourself verbally at the interview, then the interviewer will think you cannot do this once employed.

### **PREPARATION**

Effective preparation will enable you to talk clearly, calmly and logically through your experience and give appropriate evidence. This is very important as sometimes you may only have a one-hour interview. Considering preparing a compelling elevator pitch, which highlights your attributes to leave an exciting, impactful and meaningful impression on your future employer.

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## Other Important Preparation for Interview

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### THE REASON FOR INTERVIEWING

#### RESEARCH THE COMPANY

This cannot be stressed enough, prepare as you would for any high level presentation. Find out as much as you can about the company through annual reports, newspapers, internet etc. This effort demonstrates your resourcefulness, sincere interest and curiosity.

#### KNOW YOUR 3 BEST INTERPERSONAL STRENGTHS AND YOUR 3 BEST TECHNICAL STRENGTHS

Prepare to discuss each strength for 1-2 minutes, in detail, with examples. The interpersonal examples should confirm your ability to work with others, be flexible, proactive and result orientated. The technical examples should confirm that you have above average abilities, relative to your peers, in these specific areas. These should relate to the role you are interviewing for to help demonstrate you are the strongest candidate for the role.

#### PRESENTATION

Being well dressed and groomed is your best and easiest opportunity to impress someone. Never dress down regardless of how casual you perceive the circumstances to be.

#### TIMEKEEPING

First impressions count, turning up late for an interview could mean you are eliminated from the recruitment process before the interview starts.

#### BE INVOLVED AND CURIOUS

The most effective interviews are those where an active two-way conversation prevails. Try to avoid yes or no answers and give examples wherever possible.

### BE ENTHUSIASTIC AND FRIENDLY

First impressions, positive or negative, can dramatically affect the ultimate evaluation. Tell the prospective employer you want the role and why. Make it clear that based on what you have heard in the interview, you would be interested in going to the next round.

### PROBING QUESTIONS

At the end of the interview show your interest by asking two or three questions relating to your interest and the role. (Leave out questions regarding the salary or benefits, as the recruitment consultant will have this information). Questions you should consider asking are:

- **What are the challenges of this role?**
- **What should be the most important objectives for the person filling this position?**
- **Is there a formal performance evaluation process?**
- **What departments or individuals will I be working with outside of my immediate group?**
- **What are the long-term opportunities?**

Asking questions demonstrates that you are prepared, genuinely interested, and respectful of the interviewer and the interview process.

If it's a final interview then ask questions to help you understand if it is the job for you. When you leave the interview room you should have asked all questions important to you so if offered you will know that you want the job.

Be yourself! Let your personality shine through and try not to be too nervous, everyone feels a little apprehensive before an important interview. As long as you have prepared fully, are armed with a few questions and have thought through answers to the common interview questions then you'll be an exceptional candidate!

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