

Preparing for a job interview

Tips and tricks

Before the interview

- ✓ Read all instructions carefully and identify
 - Structure and length of interview
 - Panel members
 - What to bring
 - Any pre-work or preparation
- ✓ Think about presentation and decide
 - What you will wear
 - What you will take in with you
- ✓ Find the interview location and consider
 - Travel time
 - Parking
 - Stairs and lifts
- ✓ Research the role in detail and identify
 - Who it reports to
 - Place in organisational structure
 - Key strategic considerations

During the interview

First impressions

Make the best first impression you can

- ✓ Ensure you are on time
- ✓ Dress appropriately
- ✓ Reconsider that cigarette, curry or onion and anchovy salad
- ✓ Only bring essentials
- ✓ Turn your phone off
- ✓ Ensure documents are neat and tidy
- ✓ Offer a 'good' handshake
- ✓ Make eye contact
- ✓ Smile 😊

Non verbals

Body language is critical to how you communicate

- ✓ Walk confidently
- ✓ Sit up straight, lean in slightly
- ✓ Avoid crossing your arms or legs
- ✓ Keep your hands open and relaxed
- ✓ Make eye contact
- ✓ Avoid fidgeting

TIP

Imagine you are on the selection panel. What are some of the things you would look for in a candidate? What would impress you? What wouldn't?

Listen, Pause and Think

Regardless of the type of question asked, you should follow these steps before responding:

1**Listen**

- Jot down key words
- Ask to repeat question

2**Pause**

- What are they really looking for
- Consider your options

3**Think**

- Choose your example
- Shape your response

Types of questions

Different types of questions require different types of responses.

Regardless of the question type, remember to Listen, Pause and Think.

Question Type	Examples	Tips for responding well
General	<ul style="list-style-type: none"> Tell us a little bit about yourself Why would you like to work for ____? What skills would you bring to the role? What attracted you to this position? 	<ul style="list-style-type: none"> Keep it brief Align response with Position Description Professional not personal Why are you the perfect candidate?
Situational or Hypothetical	<p>What would you do if...</p> <ul style="list-style-type: none"> ...you had an urgent deadline but the phone just kept ringing? ...a colleague tells you in confidence he suspects your boss of fraud? ...you receive a call from an angry customer demanding immediate action? 	<ul style="list-style-type: none"> Ask clarifying questions Describe how you would <ul style="list-style-type: none"> Gather more information Assess your options Choose appropriate responses
Philosophical or Values Driven	<ul style="list-style-type: none"> What are the qualities you most admire in others? What does Social Justice mean to you? How do you motivate yourself when faced with a task you don't enjoy? 	<ul style="list-style-type: none"> There is no 'right' answer Be honest Align with Position Description Consider using an example
Topical or Issues Driven	<ul style="list-style-type: none"> How do you feel about the introduction of ____? What do you think is the biggest issue for staff at the moment? What do you think are the top three issues to consider as we phase out ____? 	<ul style="list-style-type: none"> There is no 'right' answer Be honest Align with Position Description Consider using an example
Behavioural	<p>Tell us about a time when...</p> <ul style="list-style-type: none"> ...you showed initiative. ...you made an unpopular decision. ...you felt bullied by your manager. 	<ul style="list-style-type: none"> Choose a strong example Align with Position Description Use the ★STAR★ model

Ending well

Panels invariably ask "Do you have any questions for us?".

- Prepare some appropriate questions in advance
- Align them with the Position Description
- Avoid 'what's in it for me' questions

As you leave

- Thank the panel for their time
- Remind them why you're the perfect fit for the role

TIP
The EOJ resource has more on using the ★STAR★ model

EXAMPLES

- What do you consider the biggest challenge of the role?
- What would the first month look like in the role?
- What are the next steps in the selection process?

After the interview

Prime your referees

- ✓ Advise you have completed interview stage
- ✓ Provide copies of your application documents

Be patient

- ✗ Don't make further contact with the panel