

INTERVIEW PREPARATION

It is important to prepare yourself for interviews as the impression you make on the interview panel will be the make or break of your new career! This information will assist with your interview preparation, please ensure that you consider and complete these tasks prior to your interview.



1. RESEARCH THE COMPANY AND FIND OUT:

- The history of the organisation
- Its goals and values
- Any current awards, achievements or programs they have achieved or implemented
- Any upcoming projects or initiatives

2. PREPARE ANSWERS TO COMMON QUESTIONS SUCH AS:

- What are your strengths and weaknesses?
- What can you bring to the company?
- How do you cope under pressure? How did you handle it? What was the outcome? (Be ready to give an example)
- What are your greatest achievements to date?
- Tell me about a goal you have set yourself and how you have achieved it.
- Give an example of how you work well in a team

3. PREPARE AT LEAST TWO RELEVANT QUESTIONS TO ASK THE INTERVIEW PANEL:

- Are there opportunities for training and development?
- What are the company's goals over the next year?
- What are the company plans for the future?
- What attributes would you hope that I would bring to the job?
- What are the key challenges in the first few weeks and months of the role?
- How will you assess that I'm doing a good job?

4. BE WELL PRESENTED

- Dress to suit the position you are going for
- Make sure you are neat and tidy

5. BE ON TIME

- Make sure you know how long it takes to get to the interview location
- Allow time to park and check yourself in
- Give yourself time to relax and calm your nerves once you arrive

6. TRY TO CONTAIN YOUR NERVES

- Try some breathing techniques
- Take time to answer the questions – don't rush

Don't be discouraged if you are unsuccessful.

Ask for feedback from the interview panel and try to implement this feedback in your next interview.

SAMPLE INTERVIEW QUESTIONS

Can you tell me a little about yourself?

This question seems simple, so many people fail to prepare for it, but it is crucial. Don't give your complete employment/work experience or personal history. Instead give a pitch! - one that is brief and compelling and that shows exactly why you're the right fit for the job.

Why do you want to pursue this career pathway?

Employers want to employ people who are passionate about the job, so you should have a great answer about why you want the position. Identify a couple of key factors that make the role a great fit for you and then share why you want to be employed by the company.

Why do you believe you are qualified for this position?

This interview question seems forward, but if you're asked it, you're in luck. There is no better set-up for you to sell yourself and your skills to the hiring manager. Your job here is to craft an answer that covers three things: that you can not only do the work, you can deliver great results, that you'll fit in with the team and culture.

Tell me about your achievements?

Nothing says "hire me" better than a track record of achieving amazing results in past jobs, schooling, or even sporting achievements, so don't be shy when answering this interview question. Employers love asking people this question as it allows the Employer to find out more about what makes a person tick, what drives them, what they value in life. Employers don't just recruit for job titles and responsibilities, they recruit people and this question can inform the interviewer of so much.

What are your key strengths?

When answering this question, a yes, it is guaranteed this will be asked in an interview! Share your true strengths, not those you think the interviewer wants to hear. Choose your strengths that are most relevant to the position. Choose persuasive communication or relationship building. Then follow up with an example of how you've demonstrated these traits in a professional setting.

What are your key weaknesses?

What your interviewer is really trying to do with this question, beyond identifying any major red flags—is to gauge your self-awareness and honesty. Think of something that you struggle with but that you're working to improve.

For more information or assistance on preparing for an interview, contact our Careers Team.