

INTERVIEWS

Congratulations on being called in for an interview! This means your application was strong. The next step is to prepare.

Purpose of the Interview:

- convince that you have the right skills, strengths and qualifications
- demonstrate your positive attitude, aptitude and motivation
- present yourself well
- answer tough questions under pressure
- convey self-confidence

There are different types of interviews including:

- one-on-one
- panel
- behavioural
- group
- screening
- case study

Behavioural Questioning

Employers often ask questions about how you have behaved in past situations and use your answers to predict how you might perform in a new role.

An effective way to answer is to:

- describe a Situation you have been in
- speak about the Task you were working on
 - what Action you took
- the Result
- what you Learned from the experience

Try to:

- use recent examples
- discuss a range of experiences – e.g. work, study and extra-curricular activities
- be specific
- if discussing group activities, talk about your contribution to the group

Prediction, Preparation and Performance

It can help to think of an interview in three parts:

1. Prediction: try to predict what the employer is looking for and what questions they might ask - revise the key selection criteria from the job description.

2. Preparation:

- compile a list of possible interview questions and plan your answers
- think of some questions you could ask
 - bring relevant documents to the interview
- plan an appropriate outfit to wear
- research the organization and your interviewer(s) if possible
- think about your employability skills

3. Performance: how will you make a good first impression? Follow the do's listed below and avoid the don'ts!

Interview Do's

- Arrive 10–15 minutes early to give yourself time to settle down
- Greet the interviewer with a smile and a firm handshake
- Wait until offered a chair before sitting down
- Maintain good posture
- Smile
- Be attentive, listen and use good non-verbal communication skills
- Maintain good eye contact
- If you don't understand a question, ask for clarification
- Use examples to emphasise important points
- Convey sincerity and conviction in your responses
- Express interest in the work and how you can contribute
- Dress professionally and appropriately for the role

Interview Don'ts

- One syllable answers (e.g. 'yes' or 'no')
- Rushing your answers
- Fidgeting
- Interrupting the employer

- Lying
- Criticising a previous employer or teacher
- Expressing yourself as a 'know-it-all', with no self-reflection or openness to learning
- Asking only about pay and working benefits

Example Interview Questions

Practice responding to these questions with examples of your skills, qualifications and strengths:

- Why do you want to work for us? What do you know about this organisation?
- Why should we employ you instead of someone else?
- What did you learn from your field placement experiences?
- Tell us about some of your goals that are related to this industry?
- What aspects of your specialty interest you?
- Have you had any supervisory experience? Tell us about that.
- What influenced your decision to specialise in _____?
- How do you feel about shift work?
- What is your greatest strength/weakness?
- How would you describe your working style?
- Can you think of any projects or activities you initiated on your own? Tell us about them.
- Tell us about a time when you had to act quickly in a crisis. What happened?
- Describe a time when you experienced conflict in the workplace and how you handled it?
- Tell us about a time when you had to work under pressure. What happened?
- Why do you think you would be an effective member of our team?
- How would you deal with a problem you had not encountered before?
- We all miss deadlines from time to time. Can you give us an example of when you missed a deadline? What were the causes and how did you deal with the situation?
- What gives you job satisfaction?
- What would you do if you realised you were out of your depth?

Questions you could ask

- Induction and training programs.
- The culture of the company.
- Reporting relationships.

- Changes happening in the industry or field of work.

- When you might expect to hear if you have been selected for the job.

One on one help

Make an appointment with a Career Consultant to prepare for an interview. They can ask you questions and give feedback and improvement tips. Prepare for your appointment as if you are going for your real job interview, by following the tips in this guide.

The mock interview:

- If you are preparing for a specific job, upload the job description through CareerHub when making your appointment. The Careers Consultant can ask you questions related to the selection criteria.

- If you would like feedback about your interview attire, you can dress as you would for the actual interview.