

Interview Preparation

The purpose of an interview.

The employer's purpose:

1. Can you do the work?
2. Will you do the work?
3. Will you fit in?

The candidate's purpose:

1. Describe your skills and abilities
2. Demonstrate enthusiasm
3. To know how your skills fit into the position and the company's culture

What employers are looking for:

- Confidence
- Body language
- Listening skills
- Communication skills
- Preparation
- Evidence of skills
- Attitude

Preparing for an interview:

- Have your clothes prepared
- Find the location in advance
- Print out your CV
- Save the contact information
- Test any needed technology
- Good night's sleep

Types of interview questions:

Type of question	Why do they ask the question?	Example
Competency-based	To establish whether the candidate's skills and experience is suitable for the role in question	Give an example of a time you handled conflict in the workplace
Behavioural	Interview questions that predict behaviour	Describe your decision-making process
Industry knowledge	Tests your industry knowledge	What do you think is the biggest issue our industry faces today?
Stress Questions	Designed to put the interviewee into an awkward situation, to see how they perform under stress	What would you do if a colleague took credit for your idea, and got a promotion?

How to answer competency-based questions:

S – Situation – Describe the specific context or background of the event to set the scene

T – Task – Explain the challenge or goal you were responsible for addressing

A – Action – What YOU did, duties YOU undertook to resolve the issue or complete the task

R – Result – Positive outcome or impact from your actions

Follow up:

- Check you have everything you need for an interview
- Research competencies you may get asked about
- Practice answering questions using STAR method
- Speak to your Employment Advisor to book you in for a mock interview