

Interview Advice

We understand how intimidating interviews can be. We will work with you to help you plan and prepare for a successful interview. Taking control and helping you keep the nerves at bay. We will also provide full interview feedback to help you learn and improve. Time to convince the interviewer that you are the best person for the job! Try our top 10 tips...

- ✓ **Do Your Homework** – read the Job Description, research the company website and re-familiarise yourself with your CV. Research the company and hiring managers on *LinkedIn*. Have answers prepared for the obvious questions: why are you interested in working for us? What qualities can you bring to this role?
- ✓ **Interview Format** – clarify the interview process. Ask whether you will need to take any tests or make a presentation. Will the interview be by *MS Teams*? If so, check your web connection before you interview to make sure it works. Have a back-up plan in case of technical issues. For example, use the *MS Teams* app on your mobile phone or tablet.
- ✓ **Specific Examples** – prepare a 1 minute summary which showcases your key skills & experience. Think about how your experience matches the Job Description. Have 3 concrete examples ready which demonstrate evidence how your experience relates to the job. Use examples from your recent career history. Employers are more interested in what you've done during the past 3-5 years than what you did 10 years ago. Think of situations where you had a *direct* personal impact. Use the **STAR** method (**S**ituation, **T**ask, **A**ction, **R**esult). What was the situation? What did you do? What was the outcome?
- ✓ **Use Prompts** – have a pen and paper handy. Use sticky post-it notes around your screen with prompts and reminders. Having some structure with help you stay on point and avoid waffling.
- ✓ **Ask Questions** – have some questions of your own prepared for the end of the interview. This demonstrates your interest and enthusiasm. Remember an interview is a 2-way street. You are interviewing the company to see if they meet your expectations just as they are interviewing you.
- ✓ **Be Honest** – answer questions honestly and straight-forwardly. Be direct and try not to waffle.
- ✓ **Be Positive** – about your experience. Focus on your personal strengths and reframe weaknesses as opportunities to improve. Put a positive slant on any weaknesses. How can they be turned into positives?
- ✓ **Confidence vs Arrogance** – be confident, cheerful and enthusiastic. Take care not to be perceived as overbearing, over-confident or arrogant. Find the right balance between confidence and arrogance.
- ✓ **Be Authentic** – let your personality shine through. If the company doesn't like your personal approach, then the chances are that you wouldn't want the job anyway and wouldn't enjoy working there.
- ✓ **Feedback** – please contact us after your interview so we can talk through your feedback while the details are still fresh in your mind.