



INTERVIEW TIPS

Your CV has made its way from the stack on the hiring manager’s desk to the interview stage – congratulations! Now it’s time to sell your skills and personality at the interview. Use these tips to help you prepare and show your best self.

CONTENTS



RESEARCH



REHEARSE



DON'T BE LATE



YOUR APPEARANCE



YOUR BODY LANGUAGE



SELL YOUR SKILLS



COMMON INTERVIEW QUESTIONS



ASK QUESTIONS



EXIT ON A POSITIVE NOTE



RESEARCH THE COMPANY AND THE PERSON YOU'RE MEETING

Visit the employer's website and read through it. What type of business are they? How many employees do they have? What are some challenges they might be facing, and how would your past experiences alleviate some of those pains in the role you're considering?

It's a good idea to research the person you're meeting as well. What's their background? How do they fit into the organisation? Company websites are a good starting point, but you can also delve deeper and check out a person's LinkedIn profile or do a Google search.

Having a better understanding of the company and your interviewer can put you at an advantage; it shows you're serious about the role and have done your homework.



REHEARSE

Go through some example questions and answers with a friend. This will help build your confidence while also highlighting what areas you might be weaker in and helping you practice giving concise answers that answer the question. Friends can also give feedback on whether you're speaking too quickly or if your answers are difficult to follow.

A good way to practice giving your answers is with the [STAR method](#), where you explain the **situation** or problem, what goal or **task** you worked toward, your **action**, and the **result** of the steps you took.



DON'T BE LATE AND REMEMBER WHO YOU'RE MEETING

We'll let you know the name and title of anyone you're meeting with but if you forget, please ask us before the interview. Be sure you know the time and place of you're meeting, but don't leave the journey to chance. Check schedules in advance so you allot enough time to arrive by public transportation.

If you're driving, add in extra time for traffic and parking. Arriving 5 to 10 minutes early is a good way to make a positive first impression; any earlier than that, and the interviewer will likely not be ready for you. Be friendly and courteous to everyone you encounter; you never know who is reporting back on your personality.



APPEARANCE

Take extra care to look good on interview day. Decide on your outfit the night before, and make sure it's clean and pressed. You should dress formally for your interview; it's better to be overdressed than underdressed. Avoid loud ties or patterns, chipped nail polish, heavy makeup and jewellery, or too much fragrance.



BODY LANGUAGE

It's important to consider your body language during the interview. Acting natural and relaxed is often easier said than done when you're nervous, but adjusting your stance can positively impact your interview. Sit up straight, lean forward when listening, and maintain eye contact. And don't be afraid to smile!



SELL YOUR SKILLS

An interviewer may see several candidates in a day who all start to blur into one. They usually remember the ones who have something interesting to say and can back it up with evidence of what they've done in the past.

When practicing for the interview, write down your skills, strengths, achievements you're most proud of, and sticky situations you've excelled in managing. Be sure you can justify your skills with concrete examples — the STAR method is really useful here, too. Don't forget to consider where there's room for improvement in your professional life, and show what steps you're taking to develop those skills.



COMMON INTERVIEW QUESTIONS

Below are some typical questions you might encounter in an interview. Even questions like “How do you work under pressure?”, which seemingly require a short, concise, are a great opportunity to use the STAR method and sell yourself.

- Tell me about yourself
- Where do you see yourself in the short/long term?
- What are your biggest accomplishments?
- How do you work under pressure?

- Why should I hire you?
- What is the most difficult situation you have faced and how did you deal with it?
- Do you prefer working alone or as part of a team?



QUESTIONS FOR YOU TO ASK

An interview isn't just about an employer grilling you; this is your opportunity to discover whether they're a good fit for your own professional goals. Don't be afraid to ask questions to dig in and get a better sense of the role, the team, and the culture. Skip questions about leave, benefits, and the like at this stage; that will come later in the interview process. Try asking some of the questions below:

- What attributes would you hope that I bring to the job?
- What type of projects would I be delving into on day one?
- What training and induction do you provide?
- Can you tell me about the current team and how this role fits into it?
- What sort of internal culture does the company promote?
- What are the opportunities for career progression?



AFTERWARDS

After your interview, it's always a good idea to send a thank you note to show your appreciation for their time and reiterate your interest in the position. Even if you don't secure this role, it's a great networking opportunity for the future.