

How to Prepare for Interviews

What makes a good interviewee?

- ◆ Someone who is receptive to the needs of the interviewer – that is, they provide relevant answers and examples for the questions that are asked.
- ◆ Someone who has given a resume which helps the interviewer conduct the interview – it is chronological and information relevant to the position is obvious.
- ◆ Someone who is well presented.
- ◆ Someone who is well prepared.
- ◆ Someone who is positive and enthusiastic.
- ◆ Someone who is relaxed

Put yourself into the interviewer's shoes

- ◆ Professional recruitment people in companies interview up to 12 people a day, every day.
- ◆ May review up to 100 resumes per day.
- ◆ Need you to make it as easy and painless for them as possible.

What will you encounter when you go to interview?

- ◆ Incredibly varying processes, practices, procedures ranging from
 - Unstructured chats
 - Highly professional behavioural interviews
 - Assessment centres
 - Interviewers who are highly confident, and some who are highly nervous.
- ◆ You need to be flexible and well prepared enough to react well in all settings.

Preparation - the resume

Find out everything you can about the job and put examples of relevant achievements in your resume - it must be tailored. This will help you get the interview, but will also help you in the interview.

When you get the call...

- ◆ Thank them for the opportunity and express your interest.
- ◆ Ask if there is anything they want you to prepare or bring.
- ◆ Ask them who you will be meeting.
- ◆ Take the opportunity to leave a positive impression.

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Preparation - what can you do to give yourself the best chance?

- ◆ Research the company – ownership, structure, turnover and profitability, competitors, market position, future plans for development, size, history, products, competitors, etc.
 - Web sites
 - Annual reports
 - Media Releases
- ◆ Have clear, well reasoned reasons as to why you want this job.
- ◆ Carefully read the advertisement and position description (if you have one) and highlight the key requirements.
- ◆ Identify things you have done which relate to the skills required by the job.
- ◆ Rehearse explaining those achievements - get someone to listen to you.
- ◆ Prepare two or three good questions to ask.
- ◆ Prepare your answers to common interview questions including your strengths, weaknesses, career goals, ideal working environment, etc. The internet offers a range of resources to help you with general interview questions and questions around your particular field or job role.
- ◆ People who have done this perform far better in interviews.

How to present yourself?

- ◆ What to wear?
 - Tailor it to the situation, but if you are not sure, more formal is the best bet.

First impressions

- ◆ The 60/20/20 rule – you make 60% of your impression in the first few minutes of the interview and 20% in the last 10 minutes. This means that around 80% of the impression you leave is created in a 15 minute window. Make this time count!
- ◆ Maintain good eye contact. If there is more than one person at the interview, talk to both or all of them.
- ◆ Body language - Stay attentive during the job interview. You might demonstrate this by sitting upright and leaning slightly forward in your chair.
- ◆ Be punctual.

Golden rules for interviews

- ◆ Be positive - everything can be expressed as a positive.
- ◆ Listen - the best interviewees are often the best listeners. If you are not sure you have understood the question ask for clarification.
- ◆ Express enthusiasm, attentiveness and keenness.
- ◆ Finish well. Thank them for the opportunity and repeat that you are keen to do the job.

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Who gets the job?

- ◆ There will be more than one person with the necessary skills.
- ◆ Who is best prepared?
- ◆ Who wants our job, not just a job?
- ◆ Who will we most enjoy working with?
 - Positive
 - Committed
 - Well presented

Interview suicide

- ◆ Not seeming interested or keen.
- ◆ Not answering questions.
- ◆ Wasting the interviewer's time.
- ◆ Presenting yourself inappropriately.
- ◆ Not having researched the opportunity.
- ◆ Bringing gifts for the interviewers.