

Interview preparation



Congratulations!

You have secured an interview. Your aim is to be the stand out candidate – to show this employer that you are worth employing and will be an asset to their organisation.

Your survival through the next stage will depend upon how well you prepare and how well you perform. The following 10 steps might be useful in helping you prepare and perform well.

1. Reflect on past interview experiences – good and not so good. Learn from those experiences.
2. Research – update your knowledge about the organisation.
3. Review/Ready – review your application, the role description and start to think about questions.
4. Reminders - start to prepare examples and information you wish to convey to the panel.
5. Rehearse – undertake a mock/practice interview with someone.
6. Reconnaissance – know where you are going, how you will get there and who you will be meeting.
7. Representation – prepare how you will present yourself – what you will wear.
8. Relax – Arrive a little ahead of time so you can gather your thoughts.
9. Respond – Answer the questions clearly and succinctly.
10. Reflect – After the interview, reflect on your performance.

A useful activity is to prepare a sheet of paper to take with you to the interview that provides prompts for you should you be thrown a curly question or your mind goes blank. This should cover:

- Questions about you – tell us about yourself, what are your strengths/weaknesses
- Questions relating to the key criteria/role
- Opportunity for you to ask questions and the conclusion

Generally, there are three types of questions relating to the job criteria:

Behavioural questions	Please provide an example of
Scenarios	You are in this situation, with this set of circumstances or issues, how would you/what would you...?
Process or principles questions	What are the steps you would take ... What are the key components in managing a project? What process would you use to What skills would you draw on to

During this step in the preparation phase, start to train your mind and speech to talk about “I” rather than we. It is often a natural tendency to prefer to not talk about ourselves, but remember – you are being interviewed for the job, not your team or previous organisation – so you need to talk about YOU.

When thinking about potential examples, use the CAR model – Challenge – Action – Result to enable you to “tell a story” in a structured and meaningful way.

These activities enable you to proactively prepare for an interview and give you confidence that you are ready for this interview. Failure to prepare for an interview and simply “wing-in” is only successful for a very few. If you are not one of these, you are encouraged to spend some time getting ready