

Interview Tips

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Interview Preparation

Firstly think of this as a business meeting. You are there to help the employer find the best candidate. If you are not successful for this role, you may be considered for future vacancies.

- Prepare in advance for your interview, not just the night before
- Prepare some more and read your resumé, cover letter and/or application again
- Practice answering questions with a friend, coach or family member
- Write down some answers and take notes in with you
- Get plenty of rest and relax the night before
- Keep your schedule free for at least an hour each side of your allocated interview
- Think of it as an opportunity and new experience, not an interview
- You are there to market your abilities and bring a positive attitude into the workplace

At the interview

- If there is allocated time to peruse the questions, read them all, then start on the easiest
- Refer to your written examples from your preparation
- Be organised with your responses and notes
- Smile when you walk in the room and shake hands
- Build rapport immediately and be aware of your body language
- Be comfortable, respectful and polite
- Focus on your attitude and relax into the chair – then breathe!

Interviews –TO DO!

- Arrive 10 minutes early and turn off your mobile phone
- Be positive, professional and honest
- Listen and ask if the question needs to be rephrased
- Keep to the point and take your written notes and examples into the meeting
- Wear appropriate and comfortable clothing to reflect the job and a professional manner
- Ask the panel questions if you require more information
- Thank the panel at the end of their interview for their time and for the opportunity

Interviews –NOT TO DO!

- Arrive late
- Complain or whinge about problems and talk about irrelevant issues
- Interrupt panel members
- Say “um” or “I don’t know” to questions or avoid answering a question completely
- Do not shrug and have poor posture
- Show an unprofessional or rude attitude
- Dress inappropriately and have a lack of personal hygiene
- Use offensive language

Other information

- Ensure you notify your current referee about the role you are applying for and when you attend an interview
- If you are rushing or talking too fast, do not apologize, it can easily be attributed to nerves
- If you have received awards or comments on email, use them as evidence in your interview

Interview coaching sessions are available, call Julie on (07) 3342 0176.