

Interview Tips

The two key elements to successful interviewing are preparation and enthusiasm. Preparation is essential and greatly enhances your chances of performing well at an interview. Building rapport and showing you are motivated and enthusiastic helps to create a positive impression.

Here are some interview ideas and tips which you may find useful.

- Conduct additional research regarding the organisation. Through reading annual reports and researching on the internet, you will gain an understanding of the organisations products/services, size, locations, financial situation and growth potential.
- Make sure you know exactly where you're going and always be on time. Dress appropriately for the role and pay attention to all facets of your dress and grooming.
- Spend at least 30 minutes reviewing your CV / experience and it's relevance to the position description. Identify the specific examples in your background that are directly relevant to the position description and that demonstrate your ability to do the job. Refresh your memory regarding details of present and past employers and your work history in their companies.
- Pay particular attention to how you will describe your most important achievements and practice answering common questions such as the ones below:
 - What are your career goals?
 - What de-motivates or frustrates you in the workplace?
 - Can you give me an example of how you dealt with a complaint from a key client?
 - Can you give me an example of when you worked with someone who had a different interpersonal style to you and how you worked together?
 - Talk me through a typical work day and how you organise it?
 - Can you give me an example of when there has been a breakdown in communication and how you dealt with this?
- Be prepared to convey to the interviewer why this role appeals to you, why they should consider you for this role and what makes you stand out from the other candidates.
- Prepare the questions YOU will ask during the interview. Remember that an interview is a two-way street. The employer will try to determine through questioning if you have the skills necessary to do the job. You must determine through questioning whether the company will give you the opportunity for the growth and development you seek. Here are some examples of questions you might ask:
 - What would a normal day in this role look like?
 - Why is this position available?
 - How would you describe your organisation's culture?
 - What sorts of people have done well in this team/organisation?
 - How would you describe the management style of the person I would be reporting to?
 - What is the next step in the process