

Bonus #2



INTERVIEW PREPARATION

WHAT TO EXPECT FROM THIS EXERCISE



- **YOUR THOUGHTS AND FEELINGS ABOUT JOB INTERVIEWS**
- **OVERVIEW OF THE INTERVIEW PROCESS IN AUSTRALIA**
- **UNPACKING OF INTERVIEW QUESTIONS**
- **HOW TO ANSWER INTERVIEW QUESTIONS**
- **HAVE A GO!**



YOUR THOUGHTS AND FEELINGS ABOUT JOB INTERVIEWS

- WHAT EXPERIENCES HAVE YOU HAD IN THE PAST WITH JOB INTERVIEWS?
- HOW DO YOU FEEL ABOUT JOB INTERVIEWS?
- WHAT DO YOU WANT FROM AN INTERVIEW IN THE FUTURE?



OVERVIEW OF THE INTERVIEW PROCESS FOR CONFIDENCE AND CALMING



BEFORE

- CELEBRATE YOU GOT AN INTERVIEW!
- RESEARCH THE COMPANY AGAIN
- KNOW THE JOB DESCRIPTION
- HAVE QUESTIONS READY FOR THE COMPANY - WHAT DO YOU WANT TO KNOW MORE ABOUT AFTER DOING YOUR RESEARCH? E.G. WHAT IS THE ONBOARDING/TRAINING PROCESS?
- BE ORGANISED - PAPERWORK, HOW TO GET THERE, DO A PRACTISE RUN IF YOU CAN, ARRIVE ON TIME
- ONLINE INTERVIEWS - BACKGROUND IS CLEAR, LIGHTING GOOD, TEST RUN, YOU HAVE THE LINK!
- KNOW YOUR STORY - TALK TO YOUR RESUME, SKILLS, STRENGTHS, HOW YOU CAN ADD VALUE
- 3 DEEP BREATHS

OVERVIEW OF THE INTERVIEW PROCESS FOR CONFIDENCE AND CALMING



DURING - 5 STAGES

1. INTRO - SHOWN INTO THE ROOM AND SITTING IN THE LOBBY ONLINE - INTRODUCED TO PEOPLE INTERVIEWING YOU
2. SMALL TALK - WEATHER, HOW YOU MIGHT BE FEELING
3. INFORMATION GATHERING - A LITTLE BIT ABOUT THE COMPANY OR THE ROLE
4. QUESTIONS/ANSWERS - TELL ME ABOUT YOURSELF, BEHAVIOURAL, MOTIVATIONAL, SITUATIONAL, SKILLS BASED QUESTIONS, QUESTIONS FOR THEM
5. WRAP UP - WHEN YOU WILL EXPECT TO HEAR FROM THEM

OVERVIEW OF THE INTERVIEW PROCESS FOR CONFIDENCE AND CALMING



AFTER

- SIGH OF RELIEF, JUMP FOR JOY, DO A LITTLE DANCE - GET THE ENERGY OUT
- REFLECT
- JOURNAL
- CHAT TO SOMEONE
- GO FOR A WALK
- DEBRIEF
- BE EASY ON YOURSELF, KNOWING YOU DID THE BEST YOU COULD IN THE MOMENT
- WHAT DID YOU LEARN FROM THIS EXPERIENCE?
- SEND A THANK-YOU EMAIL TO THE PEOPLE WHO INTERVIEWED YOU

UNPACKING OF INTERVIEW QUESTIONS

BEHAVIOURAL

PAST BEHAVIOURS IS THE BEST INDICATION OF WHAT FUTURE BEHAVIOURS WILL BE LIKE.

TELL ME ABOUT A TIME ...

...WHEN YOU HANDLED A CHALLENGING SITUATION.

...WHEN YOU COLLABORATED WITH OTHERS WHO WERE DIFFERENT THAN YOU.

GIVE ME AN EXAMPLE OF...

**... A TIME WHEN YOU HAD TO HANDLE MULTIPLE RESPONSIBILITIES AT ONCE.
HOW DID YOU PRIORITISE YOUR TIME?**



UNPACKING OF INTERVIEW QUESTIONS

MOTIVATIONAL

WHAT MOTIVATES YOU?

INTRINSIC, WHAT DRIVES YOU TO SUCCESS, WHAT ARE YOU ENTHUSIASTIC ABOUT?

**TAILOR RESPONSES BASED ON THE POSITION.
KEEP IT POSITIVE AND BE HONEST!**

**WHY ARE YOU INTERESTED IN WORKING HERE?
HOW WOULD YOUR COLLEAGUES DESCRIBE YOU?
WHAT ARE YOUR LONG TERM GOALS?
WHAT ARE YOUR 3 STRENGTHS AND 3 WEAKNESSES?**



UNPACKING OF INTERVIEW QUESTIONS

SITUATIONAL

TARGET SPECIFIC ISSUES AND CHALLENGES THAT MAY OCCUR IN THE WORKPLACE, PARTICULARLY THOSE WHERE A SOLUTION IS NEEDED. THEY WILL LOOK AT HOW YOU RESPOND TO THE HYPOTHETICAL QUESTION USING PROBLEM SOLVING AND ANALYTICAL SKILLS.

YOU REALISE YOUR MANAGER HAS MADE A BIG MISTAKE ON AN IMPORTANT PROJECT. WHAT WOULD YOU DO?

WHAT WOULD YOU DO IF ...?

...YOU MADE A MISTAKE THAT WENT UNNOTICED?

...YOU WERE ASKED TO PERFORM A TASK YOU'VE NEVER DONE BEFORE?



UNPACKING OF INTERVIEW QUESTIONS

SKILLS/COMPETENCY-BASED

AIM TO UNCOVER WHETHER AN INDIVIDUAL'S SKILLSET MATCHES WHAT THE ORGANISATION IS LOOKING FOR.

THESE QUESTIONS REQUIRE CANDIDATES TO DISCUSS THEIR EXISTING SKILLS AS WELL AS THOSE THEY'D LIKE TO DEVELOP.

THEY USUALLY CENTRE ON TECHNICAL OR PROFESSIONAL SKILLS BUT IT'S ALSO IMPORTANT TO CONSIDER SOFT SKILLS.

WHICH OF YOUR SKILLS DO YOU THINK WILL BE PARTICULARLY RELEVANT FOR THIS ROLE?
WHAT IS ONE PROFESSIONAL OR TECHNICAL SKILL YOU WOULD MOST LIKE TO DEVELOP?
CAN YOU THINK OF A TIME WHEN YOU WORKED UNDER PRESSURE?





HOW TO ANSWER INTERVIEW QUESTIONS

- **LISTEN TO THE QUESTION AND TAKE TIME TO CONSIDER AN EXAMPLE**
- **IF YOU NEED CLARIFICATION YOU CAN ASK FOR THE QUESTION TO BE REPEATED OR ASKED IN A DIFFERENT WAY**
- **SILENCE IS OK**
- **CONSIDER YOUR ANSWER, BE HONEST AND ALIGN THE ANSWER WITH YOUR VALUES**
- **STAY ON POINT**
- **PRACTICE OUT LOUD BEFORE THE INTERVIEW**
- **USE WELL STRUCTURED SENTENCES**
- **VARY EXPERIENCE IN EXAMPLES**
- **DO YOUR RESEARCH AND BRING IT INTO THE ANSWER**
- **TALK TO YOUR SKILLS, STRENGTHS AND BEHAVIOURS THAT ALIGN WITH THE EMPLOYER**
- **EXPECT TO GET A QUESTION YOU HAVEN'T PREPARED FOR!**



STAR METHOD

WHEN USING AN EXAMPLE IT IS BEST TO USE THE STAR METHOD

S	T	A	R
Situation	Task	Action	Result
Introduce the situation to the employer and set the context	Describe the task you had to complete, including the expectations and challenges it would involve	Explain what you did, and how you did it	End with the results of your efforts, including accomplishments, rewards, and impact



TELL ME ABOUT YOURSELF...

PAST

PRESENT

FUTURE

HAVE A GO!



**TELL ME ABOUT A TIME WHEN YOU HAD
COMPETING DEADLINES.**

WHY ARE YOU INTERESTED IN WORKING HERE?

**YOU REALISE YOUR MANAGER HAS MADE A BIG
MISTAKE ON AN IMPORTANT PROJECT.
WHAT WOULD YOU DO?**

**WHICH OF YOUR SKILLS DO YOU THINK WILL BE
PARTICULARLY RELEVANT FOR THIS ROLE?**



**WHAT SPECIFIC ACTIONS WILL YOU
PLAN TO TAKE?**



INFORMATION SEEKING BEHAVIOURS

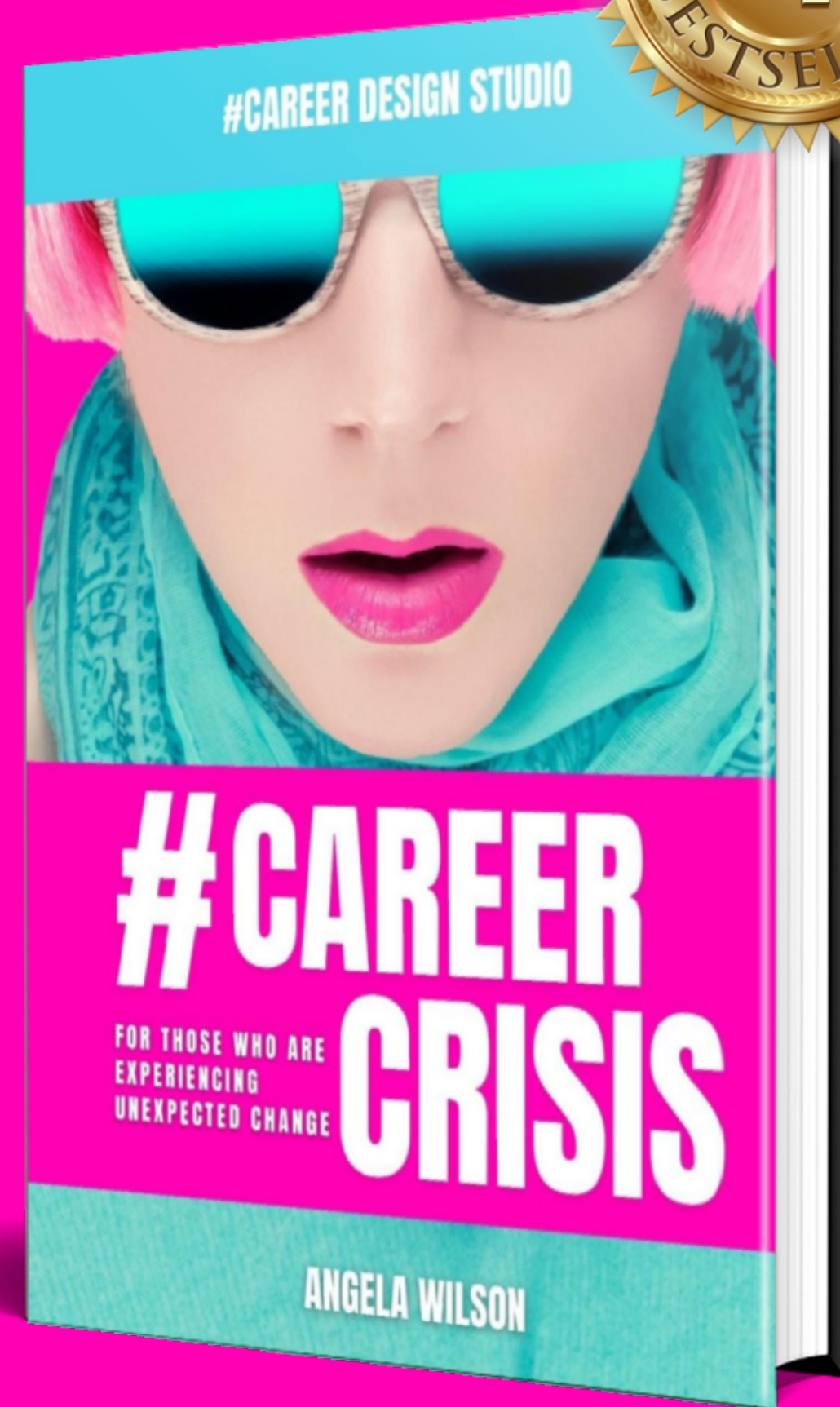
OBSERVE
VISIT
LISTEN
TALK
WRITE
READ
GOOGLE
REFLECT

WHAT DID YOU LEARN FROM THESE INTERACTIONS AND EXPERIENCES?

GRAB A SIGNED COPY OF THE BOOK TODAY



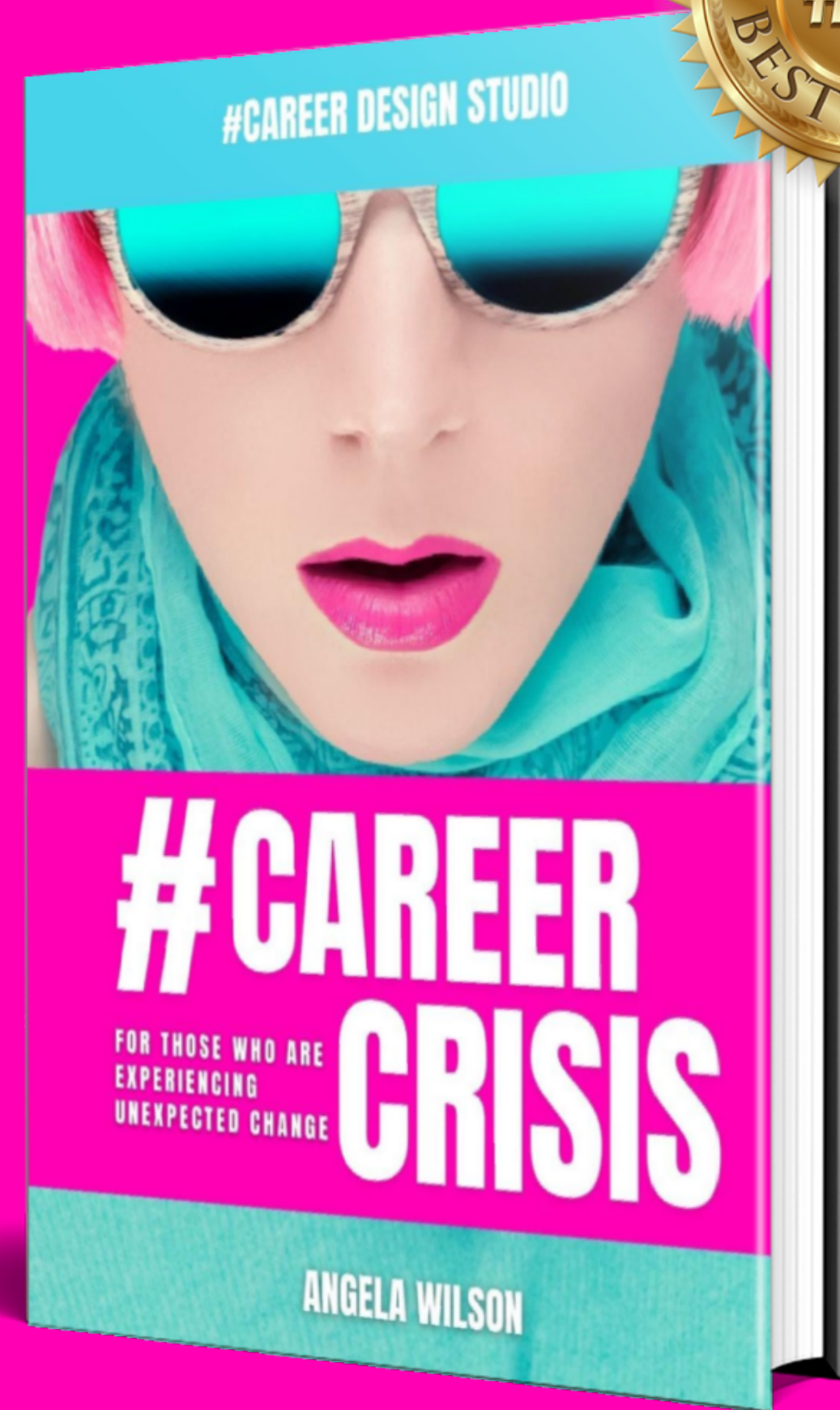
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A close-up portrait of a woman with vibrant pink hair, wearing dark sunglasses and a teal patterned scarf. She is wearing a teal top. The background is a solid light pink color.

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