

INTERVIEW PREPARATION



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RESEARCH

- Make the time to do your homework
- Internet and Google are the key
 - Explore company website both corporate and consumer
- Know the company
 - What do they do?
 - Who do they work with? What industries?
 - What are their key products and services?
 - Who are their customers/target market?
 - How do they communicate to their audience
 - Who are their major competitors?
 - Company size and form (Government, private)
 - Mission statement
 - Business Plan / Strategic Plans

RESOURCES

- Make use of career websites such as www.mycareer.com and www.seek.com
- They provide;
 - Sample interview questions & answers
 - Interview tips
 - Advice
 - Suggested answers to 'tricky' questions
- Research and prepare responses to these

CV & KSC

- Know your CV inside and out
- Remind yourself of past achievements
- Address the Key Selection Criteria
 - KSC sets out the standards by which an applicant will be assessed
 - Some employers won't consider an applicant if they have not addressed the KSC
 - Use the web to get an insight to how KSC relates to the company
 - Match your skills/experience to the KSC
 - Interview questions are often based on the KSC so know them and have examples ready

PRACTICE

- Practice makes perfect
- Mentally prepare for the interview
- Imagine what the interviewer might ask you
- Research sample questions on www.mycareer.com and www.seek.com and prepare responses to these

PRACTICE cont

- ❑ Ask a family member or friend run through sample questions verbally
- ❑ Practice answering likely questions that relate to your CV so you can elaborate on key points and provide examples when prompted
- ❑ Go through the Key Selection Criteria again and practice examples for each
- ❑ If you have a weakness in a KSC, prepare responses demonstrating willingness to learn

INTERVIEW DAY

- Plan your journey, allow for delays
- Take time to relax and look over CV
- Arrive early
- Dress appropriately
 - Dress comfortably but presentable and appropriate
 - Err on the conservative side
 - Avoid overpowering aftershave/perfume, distracting jewelery
- Bring a copy of CV and examples of past work if appropriate to role

INTERVIEW DAY cont

- First impressions count
 - Stand tall
 - Smile (of course)
 - Make eye contact
 - Introduce yourself
 - Greet with a handshake
 - Make sure you include everyone in the interview room when answering questions
 - Positive body language

INTERVIEW TIPS

- ❑ Relax – it's ok and normal to be nervous!
- ❑ You will control your nerves better if you've practiced answering questions and know your CV and KSC examples as well as background on the company
- ❑ Take the time to think before you speak
- ❑ Ask for clarification to a question if needed, it is better to understand the question fully than go off on a wrong tangent

INTERVIEW TIPS cont

- ❑ Answer questions with practical examples from past experiences to really demonstrate your ability and skills
- ❑ If you don't know the answer or have experience, use it to your advantage and demonstrate an eagerness to learn and develop your skills in this area
- ❑ Show interest and enthusiasm
- ❑ Prepare at least one question for the interviewers
- ❑ Thank them for their time and leave with a good impression
- ❑ Shake hands when leaving

FINALLY

- ❑ Be prepared as best you can be through research and practice
- ❑ Sufficient preparation and practice is the key
- ❑ If unsuccessful ask for some feedback and review your performance
- ❑ Jobs are competitive and someone may have just answered the KSC better
- ❑ Learn from every experience

GOOD LUCK