



## Interview Tips

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**PREPARE** - Every opportunity requires research and preparation effort!

- Become an expert at your key position statements - your professional identity, areas of expertise, strengths, and what you're looking for
- Review the job description and practise communicating your relevant experience with examples
- Research the business, look at their website and social media, understand how they are perceived in market and consider who their competitors are
- Visit your interviewers LinkedIn profiles to gain insight to their professional backgrounds

## ANSWERING

- Keep answers short and to the point, avoiding rambling
- Listen carefully to understand the questions – ask for clarification if you don't
- Maintain communication self-awareness, are you talking too much or not enough?
- Think (pause) before you answer

## CONSIDER

- Are you demonstrating a great fit to the role and the organisation?
- Are you building rapport?
- Are you focussing on their needs not yours?

## Interview Behaviour

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- Listen and observe. What type of person am I talking to? What are their needs?
- Always conduct yourself as if you are determined to get the job. Demonstrate an interest in meeting their needs
- Handle sensitive issues quickly and neatly
- Never dominate the interview
- Avoid: yes/no answers, 'umms', slurring and long sentences
- Don't boast, don't be modest. Just be honest
- Display good energy levels and confidence
- Do not be vague or over answer
- Refer to your resume if appropriate
- Have good posture and maintain eye contact

## Closing the Interview

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- If you are interested in the job – tell them.
- If you think the interview is not going well, say so and then ask what you can do to put it on track. Do not appear discouraged.
- Do not feel that you cannot ask about your fit
- Thank the interviewer. Remind them that you look forward to hearing from them on...
- Find out the next steps
- How will the process move forward -identify each step and the timeframe?

If you are offered the job, ask for time to think about it. Demonstrate your market value and your discernment in not just accepting anything. Give yourself some distance or perspective to fully evaluate the role before providing an answer.