Connectjen

Interview Preparation Tips

Getting ready for your next job interview?

Feel confident and in control when you are prepared to be at your best!

- Research the company and role so that you understand the challenges the company faces.
    - What problem/s would you be solving in this role?
    - Note what else you could ask about at the end: "Do you have any questions for us?"
- 'Research' your own work history to recall the relevant highlights that show your suitability.
    - List the key skills, capabilities and attributes that would make you successful in the job.
    - Brainstorm some specific examples of how you used your skills to achieve results before. Try to use situations from a work environment related to the job you are applying for.
    - Practise describing your examples out loud using the STAR format: Situation, Task, Action, Result. Then, note just a few dot points to jog your memory at the interview.
- Prepare a one-page reference sheet of dot points you can glance at, to remind yourself of:
    - your key message/s for your introduction, "Tell us about yourself";
    - your key strengths; and
    - your work examples related to the required skills (Project ABC…; Difficult client Mr Jones…; That high pressure day where I met all my deadlines…).
- Plan ahead if face-to-face:
    - Choose your outfit and plan your travel in advance to reduce decisions on the day.
    - Take pen and paper to note the panel's names or key points of multi-part questions (make sure the pen isn't a 'clicker' pen if you tend to fidget when feeling nervous!).
- Plan ahead if via video:
    - Test tech setup – device is charged, camera and speakers/headphones work, good internet connection, practise the relevant platform (Zoom, Teams, etc), with a friend.
    - Arrange physical setup – good lighting, plain background, camera at eye level.
    - Be a few minutes early to the virtual waiting room.
    - Move the meeting window to the top of the screen near the camera for eye contact.
    - Avoid rustling papers near the laptop mic.
- Maintaining rapport with the employer is important!
    - **Always send a follow-up email thanking the interviewer/s for their time** and mention you are looking forward to hearing about the next stage of the selection process. This shows your professional courtesy and genuine interest in the role.

Get in touch if you'd like more advice or to book a mock interview – we can rehearse your responses by phone or video call to reduce nerves, discuss feedback, and build your confidence.

Best wishes for success in your next interview!

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