

Interview Techniques

In an interview situation, employers usually tend to ask the same kinds of questions.

Here is an example of the types of questions you may get:

- Looking over your career, which role did you enjoy the most and why?
- Conversely which role did you enjoy least and why?
- Why are you interested in this particular role and how does it fit your career plan?
- What are 5 words to best describe your personality?
- In a work situation, what are your strengths?
- What areas would you like to improve on?
- How do you like to be managed?
- What are your short term and long term career goals?
- How do you see this role assisting you in achieving your goals?
- Tell me about the last time that you drove yourself and others to complete a tough assignment. What was the project, What were the challenges in completing the project, How did you drive yourself to finish, How did you motivate yourself and other to work towards completion, What were results of your efforts?
- Talk me through a time when you were under pressure for an extended period of time. What led to the situation, how did you handle it and what was the outcome?
- Even the best of us have disagreements form time to time. Tell me about the most serious disagreement you had with a co-worker. What led to the disagreement, how did you first approach solving the disagreement, how did the co-worker respond, what was the outcome?

How would you answer this question?

'Talk me through a time when you were under pressure for an extended period. What lead to the situation, how did you handle it and what was the outcome?'

Step 1: Choose a real situation and detail the scenario from beginning to end. Don't exaggerate or tell stories. A good interviewer will bring you unstuck! E.g. *In my previous role at company ABC, there was a time where I was involved in..., which lead me to...*

Step 2: How did you handle it? E.g. *The way I approached the situation was....*

Step 3: Explain the outcome, and if possible something you learned from the experience that you can apply in future. E.g. *In the end, situation X turned out to be a huge success and a new approach was adopted.*

Interview Tips

Going for a job interview can often be an overwhelming and stressful experience. However, it need not be if you are prepared. Remember that an interview is not only for the employer to decide if you are suitable for the job, but also for you to decide if the job will be suitable for you.

Here are 7 hot hints to keep in mind before going for that all-important interview:

- **Location**

There is nothing worse than being late for an interview, and there is no need to be. The day before look up the address in the street directory, check on public transport (if necessary) and allow plenty of time to get to your interview.

- **CV**

Take your CV and any applicable certificates. This should be in a presentation folder and include only the relevant information.

- **Grooming**

Make sure that you select an outfit that makes you feel comfortable and that is appropriate for the role and culture of the organisation you are seeking employment with.

Remember first impressions last but you do not have to rush out and buy a new outfit.

- **Body Language**

Smile upon entry, look the interviewer in the eye and always give him/her a firm handshake. While some nervousness is understandable, beware of slouching in your chair, tapping your feet, nervous laughter and fidgeting.

- **Research**

Investigate the company thoroughly by surfing the web, reading the latest annual report, checking news articles, etc. This will show you are serious and enthusiastic about your application.

- **Questions - to ask and be asked.**

The key here is to be prepared. If you are asked a question you have not prepared for in advance, take a moment to think through and organise your thoughts before answering.

Also, prepare questions to ask about the company or the role. This will emphasise to the employer how interested and enthusiastic you are about the job.

- **Ask for the Job**

If you want the job - ask for it. Look the interviewer in the eye and say "thank you for explaining the position, I feel I have the right skills and I am very interested". Thank the interviewer for his/her time with a firm handshake. Make sure you clarify what follow-up action is to be taken after the interview.

Remember - If you have arranged the interview through Aspire, remember to contact your consultant before and immediately after the interview. We want to know what you thought of the interview and think of the position.