



## **INTERVIEW PREPARATION**

*Congratulations on being selected for interview.*

To assist with your preparation we offer the following advice and suggestions. This is general advice and not specific to the role you are being interviewed for but the following information is relevant to all job interviews.

**PREPARATION is the key to a successful interview.** Your Rimfire consultant would have passed on specific interview information, for example who you will be meeting, their position(s) and interview format.

### **Prior to Interview**

- Research the organisation and the industry the company operates within. Gain an understanding of the dynamics of where they sit and how they operate within the industry.
- Read the Position Description fully and make sure you understand what is required, where you fit in terms of your skills and experience and where the learning curve will be.
- Have questions ready to ask on the company and the role – not just the responsibilities but also culture, style, mode of business.

### **On the Day**

- Be early (around 10minutes) and make sure you allow for delays, e.g. traffic
- Dress appropriately – being over-dressed is much better than under-dressed and make sure you are in business clothes (not casual) and err on the conservative side.
- A few things to remember – no gum, smokers' breath or body odour.
- Turn your mobile phone off or silent.
- They will understand you are nervous but take time to gather your thoughts and display a confident, positive manner without being over-confident and arrogant.
- Shake hands and maintain eye contact.

### **In the Interview**

- Some people when nervous lose their words, others talk too much and go off track, so be conscious of how you are in these situations– **this is where your preparation will really count.**
- Remember, this is your opportunity to promote yourself. A lot of people (including senior management) struggle with this but there's no-one else there to do it for you. Be prepared!

- Concentrate on the questions asked and answer them clearly, giving enough detail without going off track. Back up or qualify your questions, for example, if you feel you have good organisational or planning skills, give examples to demonstrate this.
- There are some questions which you can count on being asked in one form or another, so be ready for them. These are:
- Tell me about yourself. They've read your CV – or should have – but want to hear your version and get a feel for you as a person. Some personal background details including interests/hobbies are fine but concentrate on your career and keep it succinct. No more than 5 mins. Details can follow with more questioning.
- What are your strengths and weaknesses? Make it relevant to the role. Not being able to come up with a weakness is a weakness in itself as it shows a lack of self-awareness. A weakness can also be a strength, or at least something you are working on.
- Why do you want the job? (as opposed to just any job)
- Why do you want to work with us? (and not the opposition) This is a chance to show you have done your research on their company.
- Why should we employ you? What is your USP (Unique Selling Point) which sets you apart from other applicants?

### **Behavioural Questions**

Be prepared for Behavioural Questions, otherwise known as Competency Questions. These are questions using past behaviour to predict future behaviour, beginning with something like "Tell me about a time when....". They are looking for actual examples, not hypothetical, so try and use the **STAR** principle – **Situation, Task, Action, Result**.

Typical behaviours assessed this way include problem solving, conflict resolution, teamwork, communication and work style etc. so to prepare for this think about typical issues you would encounter in your "new" role, preparing appropriate answers from past experiences.

For graduates or people with limited work experience, you could also draw on university, school, home or sport for examples.

### **Finishing the Interview**

- If you have any further questions, now is the time, and you could ask about the process going forward and their timeframe.
- It is not generally a good idea to bring up the subject of salary, although you may be asked what your current salary or expectations are. You should already have an idea of approximate package so be prepared if you are asked.
- Again, a confident hand shake with good eye contact is important and thank them for the opportunity to meet with them.
- Further communication will be through your Rimfire consultant, including two-way feedback.