

Interview Guide



Congratulations on getting an interview! Now plan.

A little more than simply reading the front of the clients web site, interviews deserve planning. Whether you are a seasoned professional or interview novice it is always worth visiting these thoughts before your meeting. An interview should be a two way conversation filled with exploratory questions that help both parties understand each other - technically, functionally and culturally.

Preparation

Whether you are applying direct or through a recruitment agent there are a few ways you can prepare for an interview with a prospective employer. Preparation is crucial so when arranging the appointment make sure you have time to cover the essentials:

- Browse the website, focus on main selling points, offering, current news and events.
- Check all social media pages relating to the company.
- Search news items online relating to the company.
- Search LinkedIn for staff profiles and get an idea of the culture and backgrounds.
- Search for competitors within the same industry.
- Research the address you are going to including parking and public transport.
- Make sure you know the names and roles of all the people you are due to meet in the interview.
- Confirm the dress code ahead of time

Presentation

Apart from being well dressed and groomed there are a few more ways that you can arrive well presented.

- Plan your trip. Arriving stressed, hot and unnerved is not a good start
- Too early is as bad as being late, 5 minutes early is the rule.
- Take along fresh copies of your resume.
- If possible take copies of current written references
- Examples of recent work are great to have with you - only show these if relevant and if you are asked.

Showcasing your skills

The best way to showcase your ability to a prospective employer is to use examples. Such as: The last time you were confronted with a problem and overcame it with an innovative solution, an

example of how you recently adapted to change in a positive way within your organisation or a recent personal achievement.

Any Questions?

Make sure you have some questions ready. You may ask about the key challenges facing the role in the first 6 months, the on-boarding process or further training and development available. Whatever you choose, make sure they are well thought out and insightful. The questions you ask are a good way to show your interest in the role and the areas in which you can add value.

Confirm the onward process

Make sure you confirm the next steps these may include providing feedback, arranging the next interview or progressing to references.

Providing Feedback

Following the interview make sure you take some time to list the following:

- The Good: list things that you like about the interview and opportunity
- The Bad: list things you did not like about the interview or opportunity
- For further discussion: make a note of areas that were not covered that you would like to explore at the next interview.

These details are a good way to prepare for the next meeting, relay to your recruiter or simply help you make a decision between opportunities.

For Further help contact the Talentforce team:

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