

Improving your Interview Skills

INTERVIEWING FOR A JOB OR GRADUATE PROGRAM

A guide to being prepared

A job interview can be one of the most stressful parts of being successfully employed after uni. The information below will help you be prepared and confident for what happens once your application has been selected for the interview stage.



PREPARATION

Know your audience. Know your lines. Don't stress.

- **Research**
Find out what you can about who you will be potentially be working for. Sites, like LinkedIn and Glassdoor can be useful.
- **Selection Criteria**
This is a good indicator of the questions you will asked during your interview. Study them closely. It's also a good idea to give a copy of your referees.
- **Rehearsal**
Practice answering questions (see: selection criteria) with another person or by yourself. Sit in front of a mirror to practice your body language with each response.
- **Relax**
Job interviews are stressful. The more you practice your answers, the more confident you will be on the day.

APPEARANCE

-  Dress to the standard of the organisation/sector
Attend to personal hygiene
-  Clothes that are too casual.
Excessive jewellery, perfume/ cologne and make-up
Clothes that are too revealing

ATTITUDE

-  It's very important to convey a positive attitude, without being overly enthusiastic
-  Complacency and arrogance

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THE INTERVIEW

Be prepared and composed



Body language: From the moment you walk through the door your body language is projecting an image of who you are. Avoid slouching and crossing your arms during the interview. Be aware of your posture and positive expressions when you speak.



Revision: Upon arrival you may need to wait before being called in for your interview. Have a copy of your selection criteria answers, either printed out or on your phone to read over.



Hand shake: Greet your interviewers with a firm (but not crushing) handshake.



Smile: A common nonverbal mistake made by interviewees is not smiling when engaging with their potential employers. Even if you are nervous, a smile can make you appear confident, relaxed and approachable.



Eye contact: When paired with your winning smile, consistent eye contact will ensure you leave a positive lasting impression on your potential employer(s). Remember to engage eye contact with all panel members when speaking.



Listening: Don't rush to answer each question as quickly as possible. Take time to process what is being asked and don't be afraid to ask the interviewer to repeat the question if you didn't get it all the first time. Remember everyone's name!



Clear mind: Taking time to process the question also gives you time to calm your nerves before speaking. Focus on your breathing, take a sip of water, and allow your body the chance to calm down so you may construct the answer you want to give.



Clear voice: Everyone is nervous during their interview; this shows especially through speech. Demonstrating a clear and confident voice when you respond to the questions can give you the edge that puts you at the top of the shortlist.

Politeness matters:

You may be nervous, but don't forget your manners! Remember a positive attitude; say "please" and "thank you" when appropriate. You may not have the perfect answer for every question but if you are polite and courteous to your interviewers, they will remember you for the right reasons.

Talking Money:

Don't go into the interview asking for salary information. If this has not been made clear in the application, wait until you have established some rapport with your interviewers, and leave these questions until towards the end of the recruitment process.

CHOOSE YOUR WORDS

Have your questions ready:

Always have at least one question ready to ask at the end of your interview. Sometimes your practiced question will not be suitable (e.g. It has already been answered during the interview) and you will need to chance it or think of a new one on the spot.

Project a POSITIVE ATTITUDE:

No organisation wishes to hire a 'negative/difficult' person regardless of skills shortages.