



EDEN RITCHIE RECRUITMENT

# INTERVIEW TIPS



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# INTERVIEWS

You have sent in your resume and received notification that the company would like to see you for an interview. Below are some suggestions to ensure you maximise your chances of performing well and securing the position.

## Before the interview...

1. Research the company and the industry – you need to demonstrate knowledge, what product or service is provided, the company's past results and activities and future plans. This information can be gained through internet sites, annual reports and reading business papers.
2. Ensure you are clear on the exact location of the workplace, how to get there, availability of parking.
3. Ensure you know the name and position of the person/s conducting the interview.
4. Practice the interview.

## Arriving at the interview...

1. Arriving at the interview...
2. Always greet the receptionist and be clear about your reasons for the visit.
3. Smile, make eye contact and firmly shake the hand of the person/s conducting the interview.
4. Wear suitable attire – adopt a more conservative approach (e.g., a suit) even if the company has casual dress.

## During the interview...

1. Show that you understand the position, company and industry.
2. Be able to clearly explain past responsibilities and your skills. Use specific examples.
3. Be able to clearly articulate your achievements.
4. Employers value honesty and integrity – don't pretend to be competent or have skills and experience that you do not have.
5. Demonstrate that you are motivated and have goals and objectives.
6. Be confident and have a positive attitude.
7. Expect the unexpected and don't become flustered if put under pressure – ask to have a question repeated if you don't fully understand it.
8. Always ask questions (a guide is included below).
9. Thank the interviewer for their time.
10. If you are interested in the position, let the interviewer know that

## **Commonly asked questions...**

1. Why are you interested in working within the company/industry?
2. What can you offer our company?
3. Scenario based questions – how would you deal with particular situations/conflicts?
4. Tell us some of your particular achievements?
5. What is your management style?
6. What are your strengths and weaknesses?
7. How do you deal with time pressures and deadlines?
8. What are your personal interests/family life?
9. Where do you see your career heading?
10. What are your salary expectations/What is your current salary?

## **What you should ask...**

You should show initiative and interest in the company and position and ask question. Examples include:

1. What will be my specific job responsibilities?
2. What is the most important or challenging aspect of the role?
3. How will I be measured, and will this be aligned to my pay?
4. Tell me about the team I will be working with?
5. Are there any career progression and development opportunities?
6. What sort of training support is available?
7. How is the company structured (and in particular in relation to the division)?
8. What is the company's future direction and plans?
9. Why has the position become available?
10. Is there a probationary period?
11. What is the process after the interview?

## **Follow up...**

1. It is appropriate to follow up with the company after approximately 3-5 working days or if you have not heard from the company within the specified period.
2. Reconfirm your interest in the position.

## **Interview traps...**

1. Being late – if you are unable to be on time for an interview, your commitment to the role will be questioned.
2. Being too familiar or over-friendly.
3. Not listening to the interviewers or talking over them.
4. Being over enthusiastic or talking up experience.
5. Being poorly prepared.
6. Poor communication skills and lack of eye contact.
7. Not being able to articulate and sell your experience.
8. Not researching the company or industry.