



Lloyds HR Consultancy

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KEY TO PREPARING FOR INTERVIEWS

The first thing to remember is that an interview is a two way process!

I would like to share some ideas on how you can best approach a job interview. Before anything else, remember just to ***be yourself and relax.***

An interview is a two way process, not only are you interviewed to assess your suitability for the role, but it is also an opportunity for you to understand if the role is right for you.

An aspect to keep in mind as well is that finding people you like is an important element in your job decision. The people with whom you'll work may have great influences on your growth, your future, and your happiness. Some of those that you meet will be the actual people you may be working alongside in just a few months -- so be sure to get to know some of your future team members and give them the opportunity to get to know you.

I would also advise you to use the introduction phase of the interview as a moment to build rapport with the interviewer and demonstrate your soft skills. First impressions are important when you are attending an interview. Even though you might be feeling nervous, smile when you are greeted.

Most of the time the second part of the interview will focus on questions regarding your experience. This will cover questions related to jobs you have had. When you share your experience with the interviewer it is essential to be specific, detailed and able to give example. **Most commonly used is the STAR technique. STAR stands for Situation, Task, Action, and Results.** Try to think of examples where you have worked as part of a team or when you have worked towards a target. Think of a situation, what was your role, what actions did you take, what was the result. Aim to provide examples on a variety of different situations. Keep in mind that you give examples of actions **you** took and not your team.

POTENTIAL QUESTIONS INTERVIEWERS MIGHT ASK

In every interview there may well be some seemingly difficult questions, such as ones listed below. The effective way to answer these is to think of them in a positive way and what you have done to improve it.

- 1 Why do you think you are a suitable candidate for this role?
- 2 What are your strengths and weaknesses/challenges?
- 3 How do you deal with criticism?
- 4 What are your interests?
- 5 How do you show your creativity?
- 6 What's the secret behind your drive?
- 7 Where do you see yourself in 3 years time?
- 8 What is it that you care about most?
- 9 What are your career goals?



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All these questions are aimed at getting to know you better. Do not miss the opportunity to come up with examples that can make sense in a business environment by demonstrating competencies such as ability to work in a team and the ability to think medium and long term.

Overall, I would recommend when talking and listening to the interviewer to maintain eye contact, and if you're interested in the role make sure the interviewer knows this. If "next steps" have not been discussed ask for confirmation of what they are, and finally confirm that the interviewer has all the information required to make a decision.

I wish you the best of luck with your interview and if you have any question please contact me via

QUESTIONS THAT **YOU** CAN AND PROBABLY SHOULD ASK YOUR INTERVIEWERS

IMPORTANT NOTE!

These are only **SUGGESTED QUESTIONS** which you can consider asking your interviewer(s); however, it really depends on the flow of the interview and the relevance of the question to the job you are being interviewed for. As such, not all these suggested questions are for every candidate to ask; so please carefully consider the relevance of the question before you ask it!

No.	On the Job / Company
1.	What is the scope of work for this position
2.	Was this post held by someone else previously or a newly created one?
3.	The size of workforce? (gives you an indication of how big the company is)
4.	The size of the working team for this position?
5.	Where is the work location?
6.	Would you be able to share some of the challenges of this role?
7.	Is travelling part of the work requirement
No.	On the Terms & Conditions and Employee Benefits
1.	Is this a casual or permanent position?
2.	What are the fixed and variable working hours per week
3.	What would you say are some of the benefits of working for this company?
4.	Does the company support continuous learning?
5.	Does the company offer employees in-house training?

Please check out Lloyds's Facebook page and website (below) for more career support tools; especially on interview tips and techniques.

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