

1. Do your research

Before your interview it is a great idea to research and gather information regarding the organisation. Have a look at what the organisation values to understand how your own experience, skills and values align with the values and goals of the organisation. Go over the position description to anticipate the types of questions they may ask. Think about how you might demonstrate you have the skill/capability requirements of the role.

The more information you have the more relaxed and comfortable you will be at the interview.

2. Prepare Questions to ask

At the end of most interviews candidates are often asked if they have any questions. This is a great opportunity to demonstrate your interest in the role and that you have taken the time to prepare for your interview. An example of questions could include:

- What prospects are there for professional development?
- What are the performance expectations of the role?
- What are the key attributes or skills required for the role?

3. First impressions count

A first impression is very important as it can say everything to a potential employer. Research says when you first meet a person a judgement is made about that person within the first 4-6 seconds of meeting that person so dress for success! Things to consider:

- Make sure you are not late, arrive a few minutes early to give yourself plenty of time to breath!
- Make sure you are well groomed with neat, tidy, clean hair and nails
- Dress in professional attire, take pride in your appearance
- Ensure your shoes are at least clean and polished
- NEVER chew gum during an interview
- Offer to shake hands with the interviewer/s
- Maintain eye contact throughout the interview

4. Questions you may be asked

Interviewers generally ask very similar questions from one interview to the next. It is your job to convince the interviewer why you should be appointed to the role rather than the next person which is why you should expect questions similar to:

- Why do you want the position?
- What can you bring to the position?
- What makes you the preferred candidate for the position?
- Tell us about yourself?

It is a good idea to have thought about and practiced responses to these types of questions to give yourself the best opportunity to answer truthfully and not the first thing that comes into your mind. Ensure you answer questions with enthusiasm, confidence and passion as the interviewer will pick up on this and feel how much you want the position.

5. After the interview

This is your opportunity to provide any extra information you wish the interviewer to know and ask any questions you have prepared. Make sure you thank the interviewer/s for the opportunity and again offer to shake hands before you exit. If you are unsuccessful for the position it is important for future applications and interviews for you to understand where improvements could be made or what you could have done differently. Ask for some feedback which could include questions such as:

- How could I improve in an interview for the future?
- What were my strengths during the interview?
- How could I improve my application for future positions?