

Candidate Interview Tips How to stand out from the rest.....

Before an interview ask yourself...

- ; *How do I prepare?*
- ; *How do I make a lasting impression?*
- ; *What will happen in the interview?*
- ; *What happens after the interview?*

Interview Preparation

There is much preparation you need to do before an interview which will be crucial to your success in securing the job of your choice.

Gathering knowledge

Ideally talk with your APRG consultant a few days before the interview to thoroughly go through the job specification, information about the employer, and most importantly understand the format the interview will take, and who will be present. Given this information you can then “arm” yourself with the knowledge you need to ensure the interview is a success.

In addition to the information your consultant provides you with, research the company yourself. Your objective is to gain a greater understanding of the company structure and the products and services they provide. Take note of any recent news events or press releases, and try and use this information to your advantage in the interview. The internet is a good place to start. You can search the company by reviewing their website, reviewing newsgroups for current company press, or even conducting an internet search by using a search engine for e.g. Google or Yahoo.

A common question at interview is “What do you know about our company?” Being able to demonstrate that you have researched the company lets the employer know you are interested and take your career seriously.

Behavioural interviews

A behavioural interview is designed to test key competencies required for the position you are interviewing for. An employer will use this technique to gain a greater understanding of how you have managed past situations in order to get an idea as to how you may conduct yourself in future work situations.

For example, a call centre consultant would need to be able to deal with difficult customers.

In this situation an interviewer may ask you to give specific workplace examples of when you had to deal with a difficult customer, what the situation was, the outcome and possibly if you would do something differently next time.

To prepare for behavioural interviews review the job tasks and think through your past experiences performing those tasks. In particular think about events or occurrences where you have performed individual tasks.



Be on time

Always allow yourself plenty of time to travel to an interview. The one impression the client is sure to keep if you arrive late is certainly not going to be a good one. Organise yourself to arrive 10 minutes before your interview time.

Be Memorable

An interviewer is trying to establish as much information about you, to ensure you are the right person for the job. They will compare interviews and benchmark candidates to help them make a final decision. Be memorable. Given the knowledge you have gathered you should be able to impress and differentiate yourself from other candidates. Ensure you have thought of specific work achievements and have accurate figures to recall, and most importantly be specific. Flowery answers can be misconstrued.

Dress for interview

First impressions stay with people. Ensure you dress in a suit, (even if it is a casual work place) and keep a neat appearance. i.e. hair, beard, shined shoes etc. Give yourself some time to freshen up before the interview. If the weather is hot, ensure you allow enough time to cool down in the air conditioning and then put your jacket back on.

The Purpose of the Interview

One of the most important things to remember when going for interview is that the interview process is a two-way street. Although the employer is trying to gain a profile of you to ensure you can do the job and will fit into the team, you also need to profile them and ensure the organisation and the job are exactly what you are looking for. The wrong career move can be costly to both you and the employer.



The Greeting

Remember the cliché, “first impressions count”. When introduced to the employer and any others present ensure you offer a firm (not too hard, not too soft)

handshake. If you are a little nervous or it is a hot day, try and dry your hand, before you shake hands. Good posture and eye contact is important, as is a smile and a comment such as “it is nice to meet you”.

The Interview

Generally an employer will ease into an interview to try and make you feel more comfortable. Once they feel you are comfortable they will ask prepared questions that generally get a little tougher and more specific as they progress. Always consider a question before you answer, and do not be afraid of a silence, it may save you. If a question is difficult to answer just say, “I may need a moment to think on that one”...stop, think and then answer with a relevant response.

“Answer all questions directly and honestly. You want to be employed for who you are and what you offer.”

Closing the interview

Traditionally the interviewer/s will ask if you have any questions for them. As mentioned earlier, the interview process is a two-way street. It is important that you also interview them to ensure you are progressing towards the right opportunity. (Refer to Frequently Asked Questions for some ideas on questions you could ask).

It is a good idea to ask when you can expect to hear back from them. This establishes a timeframe for you and can sometimes give you an indication as to how you performed.

Always thank the interviewer/s for their time, shake hands and maintain eye contact.

Post Interview

Contact your APRG consultant as soon as you are able to after the interview to provide your feedback. The questions you have and the information about the interview will be fresh in your mind. Once you have briefed your consultant they are then able to go back to the client and ask for their interview feedback. Should you be keen on pursuing the opportunity your consultant can take discussions to the next level.

What next

Take comfort in knowing you have given your best and relax. If you are unsuccessful in securing the position ask your consultant for some constructive feedback to ensure you are better prepared next time. If you are successful try and take at least a week break between jobs to ensure you are well rested and able to give 100% day one.



Ask us a question?

Should you like any more information or interview tips please contact your consultant.