

Interview Tips

“Preparation is the key to success in your interview”.

- 1) **Research the organisation and position** – when was the company established, what do they do, how many employees, etc. **Look at their website.** Know as much as possible about the position you are interviewing for. Prepare at least 2 questions on *both* the company and the role.
 - 2) **Be punctual** – plan your route to the interview well ahead of time. Make sure you have the contact details for the person conducting the interview in case of unforeseen circumstances that may delay you. Aim to walk into the office or interview location five minutes before your allocated time.
 - 3) **Dress appropriately** – some organisations are corporate in their attire and anything less than your best work outfit would be inappropriate for an interview. Some organisations are casual in their dress, particularly if work is outdoors or onsite. Don't make an assumption, ring ahead and find out.
 - 4) **Be positive and be yourself** - you are being interviewed because this organisation would potentially like you to join them. They already see some of your potential and want to know more. Be yourself. Speak clearly and enthusiastically about your experiences and skills. Be professional, but don't be afraid to let your personality shine through.
 - 5) **Prepare, prepare, prepare:**
You will be asked a lot about yourself, about your qualifications, about your professional work experience, your strengths, your weaknesses, your future career, etc. Are you prepared with short but accurate answers? Writing prepared answers to common questions and practicing those answers can help you make sense of what you want in your next job – you shouldn't take written answers with you but having prepared and thought about it a lot will certainly assist you in an interview situation on the day.
- **“Tell me about your”:** (Write 1 paragraph, 100 words max)
 - a. Qualifications (motivation to study this, how many yrs study, focus of the course)
 - b. Yourself
 - c. Career to-date
 - d. Previous/current job
 - e. Ideal role
 - f. Ideal company

- g. Strengths (what can you do now that your next employer can use?)
- h. Weaknesses (Focus on the things you haven't had the opportunity to do rather the things you do poorly)
 - ❖ Focus on keeping your answers relevant to the role
 - ❖ Practice answering these questions with a friend and without your notes.

- **Consider how you might answer difficult questions:**

- a. Tell me about a project you worked on where the requirements changed midstream. What did you do?"
- b. "Tell me about a time when you took the lead on a project. What did you do?"
- c. "Describe the worst project you worked on."
- d. "Describe a time you had to work with someone you didn't like."
- e. "Tell me about a time when you had to stick by a decision you had made, even though it made you very unpopular."
- f. "Give us an example of something particularly innovative that you have done that made a difference in the workplace."
- g. "What happened the last time you were late with a project?"

- **Really tricky questions designed to see how you handle stress:**

- a. Sticky situation: "If you caught a colleague cheating on his expenses, what would you do?"
- b. Putting you on the spot: "How do you feel this interview is going?"
- c. Popping the balloon: "(deep sigh) Well, if that's the best answer you can give ... (shakes head) Okay, what about this one ...?"
- d. Oddball question: "What would you change about the design of the hockey stick?"
- e. Doubting your veracity: "I don't feel like we're getting to the heart of the matter here. Start again - tell me what really makes you tick."

Changing jobs can be one of the most difficult decisions we make. In order to make the process of finding your next role hassle free, ECO Recruitment provides a consultative, no obligation service to candidates. There is no charge for this service:

1. Initial Meeting – meet with an ECO Recruitment consultant, outline your work experience and describe exactly what you are looking for.
2. The search – ECO Recruitment will shortlist a number of organisations that match your profile and approach the companies you select. We will arrange interviews* and provide feedback at all interview stages.
3. Negotiation – We can work with you to help negotiate the best possible salary package and conditions.

*ECO Recruitment cannot guarantee you will be selected for interview.

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