

Congratulations on securing an interview!

Now, let's focus on ensuring you're fully prepared and confident on the big day. Effective preparation involves honing your presentation and communication skills. Take time to research the company, thoroughly review the job description, and reflect on key past work experiences you can highlight during the discussion.

These steps will set you up for success during the selection process. However, to maximize your chances, it's essential to revisit some fundamental interview skills.

Here are a few key tips to keep in mind:

- Research the company and the interviewer(s) to familiarise yourself with them.
- Prepare relevant questions to ask during the interview.
- Arrive 10 minutes early for in-person interviews, or log in 5 minutes early for online ones.
- Be courteous and greet everyone warmly.
- Be honest and authentic in your responses. Never make up answers to questions!
- Practice active listening to engage effectively.
- Maintain a professional appearance and use positive body language.
- Always thank the interviewer(s) for their time and inquire about the next steps.

Top Tip

Practice, practice, practice!

It helps enormously to do some practice interviews.

Think about how you would answer the example questions and then get Mum. Dad or a friend to pretend to interview you.



Wondering what questions you'll be asked in your interview?

Personal and Background Questions

1. Can you tell me a little about yourself?
2. Why are you interested in this role/company?
3. What are your long-term career goals?

Skills and Strengths

1. What skills or strengths do you have that would make you a good fit for this role?
2. What would your teachers, professors, or classmates say are your greatest strengths?
3. How do you prioritize tasks when you have multiple deadlines or responsibilities?

Education and Academic Experience

1. What has been your favorite subject or project in school or university, and why?
2. Can you describe a time when you worked on a team project? What was your role, and how did you contribute?
3. Have you taken any classes, workshops, or participated in extracurricular activities that relate to this role?

Problem-Solving and Challenges

1. Tell me about a challenge you faced and how you overcame it.
2. How do you handle feedback or criticism?
3. Can you give an example of a time when you had to learn something new quickly? How did you approach it?

Top Tips

- Spend some time thinking about your answers to these questions before you go to your interview.
- Write down your answers, so that you remember them.
- Write some prompting notes in a notebook to take into your interview, in case you feel nervous and can't remember your answers.



More interview questions ...

Motivation and Initiative

1. What motivates you to do your best work?
2. Can you share a time when you went above and beyond what was expected of you?
3. Why do you want to work in this field or industry?

Behavioral and Situational Questions

1. Tell me about a time you resolved a conflict, either in a group or with a classmate.
2. If you were given a task that you didn't know how to do, how would you handle it?
3. How do you approach working under pressure or meeting tight deadlines?

General or Role-Specific Questions

1. What do you know about this company/industry?
2. How do you stay organized and manage your time?
3. What do you hope to gain from this role?

Top Tips

- *Take your CV with you to the interview and don't be afraid to look at it to remind you or jog your memory.*
- *Take a notebook with you, where you might have written down your strengths and weaknesses, ambitions and desires.*



Wondering what questions to ask in your interview?

You need to be sure that you are comfortable that you can do that job, that the company is right for you and that it is a job that you actually want! Some example questions are:

About the Role:

1. What does a typical day look like for someone in this position?
2. What are the most important skills or qualities needed to succeed in this role?
3. How will my performance be evaluated, and what does success in this role look like?

About Growth and Development:

1. Are there opportunities for training or mentorship to help me develop my skills?
2. What career paths have previous employees in this role followed?
3. What opportunities are there for professional development or advancement within the company?

About the Company and Team:

1. Can you tell me more about the team I'll be working with?
2. What's the company culture like, and how does the team collaborate?
3. What are the company's goals for the next year, and how does this role contribute to achieving them?

About Challenges and Expectations:

1. What are the biggest challenges someone in this role might face?
2. Are there any projects or tasks that need immediate attention if I were to join the team?

To End on a Positive Note:

1. What do you enjoy most about working here?
2. Is there anything about my background or qualifications that gives you pause or that I could clarify further?
3. What are the next steps in the interview process?

Top Tip

Take a notebook to the interview, with 3 to 4 questions written down. That way, you won't need to worry about remembering them.

