



Employment Support: Interviews





Interview Preparation

- Preparation is key to making a great first impression!!
- Learn about the organization and what their values and goals are
- Ask what type of interview it will be, who is attending, along with their roles
- Be prepared to ask a question if given the opportunity. For example, what's the culture of your organization? What's a typical week look like? What do you enjoy most about working here?





Interview Preparation

In person interview:

- Confirm how to get to the location
- Bring:
 - Water
 - An extra copy of your resume
 - Pen and paper
 - Mask





Interview Preparation

Online/virtual interview – Things to do in advance

- Perform a test run:
 - Confirm software and ensure you are comfortable with it
 - Test your video and audio
 - Practise with a friend using Zoom for example; record the session and review
 - Plan to address any technical difficulties
 - Ensure your screen/profile name is professional
- Write out answers to expected questions and mount them around your screen so you can refer to them without looking down





Interview Preparation

Online/virtual interview – Things to do in advance

- Pick the perfect spot
 - Avoid overhead lights. Natural light from a window is ideal
 - Avoid sitting on your bed
 - Ensure a comfortable, quiet space without interruption from people, pets, etc.
 - Consider using a virtual background if room is not visually appealing
 - Place your camera so you are in the middle of the screen





Interview Preparation

Online/virtual interview – The day of the interview

- Communication:
 - Vary the pitch of your voice
 - Emphasize points with movement of head, face and hands
 - Speak with confidence and volume
 - Eye contact is important. Look directly into the webcam
- Dress as you would for an in person interview





Interview Preparation

Online/virtual interview – The day of the interview

- Equipment:
 - Use your desktop PC or laptop but not your phone
 - Close down other programs
 - Ensure both your video and audio are turned on
 - Ensure any phones are turned off and out of sight





Practice Makes Perfect

- Practise answering common interview questions
- Ask your friends/family to participate in a mock interview
- Ensure your first impression is positive and confident (through practice)





First Impression

- Be confident
- Present yourself professionally: dress appropriately, turn cell phone off
- Be respectful
- Be on time
- Be prepared
- Smile!!





Interview Questions

- Listen carefully – does the question have two parts?
- Ask for the question to be repeated if required
- Take a moment to frame your response
- Prepare any questions you have about the organization/role/environment; example what's the culture of your organization, what's a typical week, what do you enjoy most about working here?





Interview Responses

- Answer the question completely
- Provide relevant examples if appropriate
- Research the organization and incorporate this knowledge into your responses
- Responses should relate to job requirements and prove your skill:
 - Your role, responsibilities, outcome and benefits to organization
 - Lessons learned





Ending the Interview

- Thank the panel for their time
- Raise any questions you have about the organization/role/environment
- Last impressions are important
 - Express your enthusiasm for the job
 - Reiterate why the position fits your skills and is a good match
 - Discuss next steps and timeframe
- Follow up - Send a thank you email within 24 hours
- If you are unsuccessful, ask for feedback

