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# 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





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# 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

