

FACTORS TO WATCH FOR

The following are some factors that may impact a prospective employer's assessment of your suitability:

1. Personal presentation
2. Attitude
3. Ability to express thoughts clearly
4. Level of interest and/or enthusiasm
5. Confidence
6. Taking responsibility for mistakes made in the past
7. Self-awareness
8. Tact and diplomacy
9. Appreciation of the value of past experience
10. Intelligent questioning
11. Over-emphasis on money
12. Condemnation of past employers
13. Failure to look interviewer in the eye
14. Persistent attitude of "what can you do for me?"
15. Lack of preparation for interview

PRACTICE MAKES PERFECT

Think about, and be clear about, your personal values, what is important to you and the competencies you bring to a role. You may want to think about some situations you have been involved in that would illustrate the following:

- Ownership
- Customer service delivery
- Leadership
- Developing and managing relationships
- Teamwork
- Initiative
- Communication skills
- Flexibility

CLOSING THE INTERVIEW

If you are interested in the position, make it clear that you want it. Ask what the next step is and when you might expect to hear the outcome of your interview.

Don't be discouraged if no offer is made or specific salary discussed. The interviewer will want to communicate with his/her office first or interview more applicants before making a decision.

If you get the impression that the interview is not going well don't let your discouragement show. Once in a while an interviewer who is genuinely interested in your possibilities may seem to challenge you in order to test your response.

AFTER THE INTERVIEW

Call the consultant who referred you to the position as soon as you can after the interview and talk through what happened. He/she will want to talk with you before the interviewer calls him/her back. If you are interested to progress further it will assist the consultant manage the subsequent conversation with the client.

Recruitment and Human Resource Consultants

www.wheelercampbell.co.nz

Level 13, 22-28 Willeston Street, Wellington

Phone 04 499 1500



0800 867 327 www.wheelercampbell.co.nz

PREPARING FOR YOUR INTERVIEW

Your essential guide to interviewing with confidence



0800 867 327 www.wheelercampbell.co.nz

Preparation is the first essential step toward a successful interview.

These hints, combined with the guidance provided by your consultant, will equip you with valuable information on how to conduct yourself during your interview with the client.

PREPARATION FOR THE INTERVIEW

It is important to consider the following:

1. Know the exact place and time of the interview, the names of the interview panel members, their role in the organisation and the correct pronunciation of their name.

2. Research the company – locations, products/services, recent developments etc. The internet and your recruitment consultant can be first ports of call.

3. Refresh your memory on the details of your employment history. You will be expected to talk confidently of your previous experience and employers.

4. Prepare questions to ask during the interview. While the prospective employer will determine through questioning if you have the skills, qualifications and experience necessary for the role, you will be able to determine through your own questioning, whether this is the right role and organisation for you.

Some questions you might ask....

- What is the reason the position is available?
- Can you tell me about the induction programme available to new starters?
- What support and development opportunities might be available?
- What does success look like in this organisation?

5. Dress professionally. Pay attention to all facets of your grooming.

THE INTERVIEW

You are being interviewed because the interviewer wants to hire somebody - not because he/she wants to trip you up or embarrass you. Throughout the interview he/she will be probing your strengths and areas for development, evaluating your skills, competencies and experience. He/she will probably question you to also determine your attitude, aptitude and motivation for the role.

Some helpful hints for the interview

DO plan to arrive on time or a few minutes early. Late arrival for a job interview is NEVER excusable.

DO shake hands firmly.

DO wait until you are offered a chair before sitting.

DO look alert and interested throughout. Be a good listener as well as an articulate speaker.

DO smile!

DO look the interviewer in the eye.

DO tell those things about yourself and your experience which relate to the position, elaborating rather than simply answering yes or no.

DO make sure that you demonstrate your suitability to the interviewer in a factual, sincere and **concise** manner.

DO answer questions truthfully.

DO be careful not to make derogatory remarks about your present or former employer/s.

DO understand the inappropriateness of inquiring about salary, bonuses and holidays early in the interview.

BE PREPARED TO ANSWER QUESTIONS LIKE

1. What attracts you to this position?
2. Why does working for our organisation appeal to you?
3. What motivates you?
4. What are your aspirations for your career?
5. What style of management gets the best from you?
6. What have been some of your greatest learnings from previous roles?
7. What would you say are your key areas for development?
8. What techniques do you use for managing stress?
9. Describe how you deal with conflict.
10. Why are you the best candidate for this position?

SOAR

A technique for keeping to the point is to follow this format especially for behavioural type questions:

Situation **O**ptions **A**ction **R**esults

NO NEED TO RUSH

There is no need to rush your answers. Don't be afraid to ask for a little time to consider your answer. If you didn't understand the question, make sure to ask for clarification. You don't want to give an answer that didn't relate to the actual question.

