

INTERVIEW TOP TIPS

To put your best foot forward, browse through these top job interview tips. This information will give you an advantage when applying for jobs and going through the job interview process in today's competitive market.



COME PREPARED	Know yourself - your strengths, weaknesses and accomplishments. A job interview is not the time to wing it! Practice asking and answering a range of common interview questions.
RESEARCH THE COMPANY	Find out as much as you can about the company through their website or annual reports. Your effort will show in the job interview, and you'll be seen as proactive, hardworking and astute.
DRESS APPROPRIATELY TO MATCH THE COMPANY CULTURE	Many companies have gone to corporate casual. Check with your contact to see what they require. When in doubt, always err on the side of formal business attire.
ARRIVE 10 - 15 MINUTES EARLY	Punctuality is a subtle clue about attitude and behaviour. Lateness, no matter the excuse, is a major blunder. Research in advance where your interview is, what your parking options are and allow plenty of time.
EXHIBIT ENTHUSIASM	First impressions, positive or negative, dramatically affect the ultimate evaluation. You can make or break a job interview within the first five minutes.
APPEAR FRIENDLY AND OUTGOING	Smile and say hello to everyone. A positive reaction from the support staff is an important factor in the evaluation. Many hires have been heavily influenced by an Administrative assistant.

BE SELF-CONFIDENT	High self-esteem and self-confidence are the hallmarks of the successful individual. With confidence, be able to demonstrate how you have overcome obstacles. There's nothing wrong with feeling good about yourself.
COME PREPARED FOR KEY QUESTIONS	Practice your responses to all the typical questions, such as "tell me about yourself" and "why are you looking for a new position?" How well you speak will have a bigger impact than what you say.
REMAIN INVOLVED	The most effective job interviews are those where an active two-way conversation takes place. Begin early in the interview to interject your own relevant insight. Remember, don't interrupt your interviewer.
ESTABLISH YOUR WORTH	Discuss your specific accomplishments that demonstrate a proactive attitude. Such as: have you installed systems, done something not required, trained someone, etc. It's always important to demonstrate how you either created revenue or saved expenses, and be specific with the amounts and how you accomplished that goal.
GIVE 1 - 2 MINUTE RESPONSES	Communication is the key to successful interviewing. A minimum of one to two minutes of well-prepared discussion gives the interviewer insight into your intellect and supports your contentions.
PROVIDE EXAMPLES/DETAILS	Support statements about yourself with specific examples. These will provide legitimacy to your claims. Without them, the interviewer won't accept them as valid.

<p>REMAIN ATTENTIVE</p>	<p>Stay alert during the job interview. Maintain good eye contact. Sit forward in your chair. Be animated. Show high levels of interest and stay enthused. These actions can maintain or generate momentum during the interview. This is especially important when you are doing multiple interviews on the same day. The energy level must be as high for the last as it is for the first.</p>
<p>ASK PROBING QUESTIONS</p>	<p>A few strategic questions can demonstrate your intelligence, analytical skills and assertiveness. Have these prepared from your research. Avoid superficial small talk.</p>
<p>BE POSITIVE ABOUT COWORKERS</p>	<p>Don't bad mouth previous positions, companies or employers. No matter how well founded, this implies a negative attitude, typical of those who don't take personal responsibility for their actions.</p>
<p>CLEARLY STATE YOUR INTEREST</p>	<p>By the conclusion of the interview, state that you are definitely interested in the position and would like to know when the next step will take place. It's best to demonstrate this interest throughout the session. Be careful not to go overboard.</p>

Source: <https://www.kellyservices.co.nz/interview-questions-and-tips/>

INTERVIEWS - COMMONLY ASKED QUESTIONS

The most important part of preparing for an interview is practice. Knowing what job interview questions you might be asked is essential - that way, you can craft your answers well in advance, and feel confident in your responses when the pressure is on.

1. Tell me about yourself.

This is often the first of many interview questions, designed to 'warm up' the candidate. Many candidates choose to respond with an overview of their work and employment history. Whilst this is helpful – especially if a manager hasn't read your CV in detail, it's important you offer new information, such as what are your hobbies outside of work. Your response to this question paints an overall picture of who you are.

2. What attracted you to our company?

This is your opportunity to demonstrate that you've done your research. Prior to the interview, read up on everything you can about the company from their own website, social media channels and other news articles and forums. Identify what stands out about the company's mission and values, and how that resonates with your own desired career path and personal values.

3. Tell me about your strengths.

This should be the easiest question to prepare for. Identify two or three of your best attributes and give concrete examples of those strengths.

4. What are your weaknesses?

Take the time to craft an answer that isn't a cliché. Nothing makes a hiring manager cringe more than the answer: "I'm a perfectionist." This is your opportunity to demonstrate your own self-awareness and desire for personal development. Try to identify something that isn't critical to the role, and frame your answer in the positive.

5. Where do you see yourself in five years?

Your employer wants to see how driven and goal-oriented you are. They also want to check that your expectations are realistic. In your answer, demonstrate your awareness of industry trends and ability to be flexible.

6. Can you tell me about a time where you encountered a challenge? How did you overcome it? Choose an example that demonstrates where you have solved a challenge using a skill that the employer is looking for. Provide the background, describe what action you took and the result you achieved.

7. Why are you leaving your current job?

It's critical to frame your answer in the positive. Never say anything negative about your current employer, no matter how strongly your feelings for leaving are. Instead, focus on the specific, positive things that a career change to the new role will bring, for example, professional development opportunities or the excitement of a new challenge.

9. What are your salary expectations?

Do your research beforehand. You can quote pay ranges used on the Career Services website for different job types if you are unsure. If you come prepared with reasonable salary expectations, you and your employer will know straight away if you are going to feel sufficiently compensated in the role.

10. Do you have any questions for me?

It's important to come with a list of pre-prepared interview questions. Some of these might already be answered during the course of the interview, so check these off as you go, to avoid asking the same question twice.

Source: <https://www.roberthalf.co.nz/career-advice/interview/common-questions>