



The Job Interview

A guide to preparation

Job Search Process

- Application
[CV & CL; Application form; Online Application]
- Assessments
- Job Interview/s
- Job Offer

Before the Interview

- Ensure that your diary is clear so that you can focus on the upcoming interview
- Organise documents in a neat folder
 - CV, Cover Letter, Transcripts
- Confirm venue, arrange transport /parking & ample time to get there
- Have an interview suit/outfit ready
- Arrive at least 15-20 Min early and inform the receptionist of your arrival
- **Ensure that your mobile phone is switched off**

During the interview

- Anxiety...Always remind yourself to breathe!!!
- Allow the interviewer to take the lead and direct you to your seat
- Maintain a good upright position and good eye contact
- Allow the interviewer to finish the question before answering
- Ask for clarity if necessary
- Distribute eye contact amongst all the interviewers

Tell me about yourself.

- Personal background
- Hobbies and interests
- Biggest achievements
- Career plans
- Your strongest personal attributes
 - At least one thing that you excel at
- Not more than 2 min

Self Describing Words

Analytical	Calculated	Committed	Conscientious	Dedicated
Diligent	Disciplined	Eager	Engaged	Entrepreneurial
Focused	Hardworking	Industrious	Initiator	Insightful
Inventive	Entrepreneurial	Focused	Hardworking	Industrious
Initiator	Insightful	Inventive	Persistent	Persuasive
Practiced	Proactive	Reliable	Resourceful	Skillful
Tenacious	Thorough	Attentive	Collaborative	Compassionate
Cooperative	Diplomatic	Direct	Empathetic	Flexible
Helpful	Patient	Respectful	Responsive	Sincere
Supportive	Tolerant	Creative	Adaptable	Proactive

Self & Career Awareness

- My strongest personal attributes are [Interpersonal, Personality, Academic, Technical] ...
- My education has prepared me for...
- My studies have been relevant for my career plans in that...
- My most developed skills are...
- My weaknesses or areas for growth are...

Self & Career Awareness [Contd.]

- My biggest achievements are...
(Indicate why you consider these to be your biggest achievements.)
- **I consider myself a desirable candidate because...**
- My biggest challenges in reaching my goals have been...
- My strengths in a team are...
 - Explore Belbin's Team Roles.
- My strongest leadership attributes are...
 - Think of a couple of leadership attributes that describe you best.
- If I were one of two people shortlisted for this position, this position should be offered to me because...

Questions for the Interviewer/s

- What is the company's policies regarding training & development of employees?
- What is the management structure of the department in which I will be working?
- What would you describe as the company's strongest values?
- What characteristics do you look for in employees in order to represent those values?
- What do you value about working for this company?

Key areas for observation

- **Communication**
- **Intellect**
- Problem solving
- Leadership
- Teamwork
- Conflict Management
- Time & Stress Management

- S** - Describe the situation
- T** - Outline the tasks to be performed
- A** - Talk the Panel through the action steps
- R** - Summarise with a result

Have two examples for each key area

After the Interview

- Thank the panel for the interview
- Debrief the interview with a friend
 - How you felt
 - What was challenging
 - Where you excelled
 - What you might want to do differently
- Give yourself a treat...You've earned it!