

Talent

A person wearing a cap and glasses is seated at a desk, focused on their work. They are using a laptop and a smartphone. The desk is cluttered with a glass of water and a pen. The background is a blurred office environment with blue lighting and bokeh effects from distant lights.

# Interview Preparation Guide

# Before the interview



Talent

## 01

### Familiarise yourself

What does the company you are interviewing with do? What is their mission statement? What type of projects will be working on? Make sure to go through the company's website and social media accounts, and don't hesitate to ask any of the Talent team if you need more information.

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## 02

### Review your resume

Think of some specific examples from your previous experience that directly relate to the position you are interviewing for that demonstrate your skills and ability. You will be expected to provide a lot of detail about the companies you used to work for and the roles you held, including the dates you were employed by each company.

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## 03

### Prepare questions

An interview is a two-way street, and you must also use it to learn more about the role and the company to determine if the job is aligned to your own goals and preferences. Questions about the company culture, induction programme, and professional development opportunities at the company are all great to ask.

# 01

## First impression

Remember the employer will be evaluating your total performance, not just your answers. 85% of an interviewer's first impression of you will be based on how you present yourself, so be aware of your body language and general appearance.

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# 02

## Strengths and weaknesses

Be sure to focus on your strengths and explain how they will help you in this role. If asked, it's always good to provide some examples of your weaknesses, especially if you present them as areas you would like to improve in.

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# 03

## Provide specific examples

Avoid talking in generalities – specific examples are much more convincing. When answering a question, make sure you can support your statements with real-life examples, interviewers will use these to form their assessment about your competency.

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# 04

## Accomplishments

Don't be too modest! Make sure you can talk about your most significant accomplishments – and that you have the examples to back them up. A good rule of thumb is to mention at least one individual accomplishment and one team accomplishment.

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# 05

## Ask for the job

At the end of the interview, tell the interviewer that you are interested in the job, and would like to know what the next steps are. If the answers seem evasive or unclear, ask the interviewer if your accomplishments seem relevant to the requirements of the job.



# During the interview

# Talent

# 01

## Be prepared

This is true of both in-person and video interviews: preparation is key. Look into the company (using websites like LinkedIn and Glassdoor) and the person/people you'll be speaking to, and spend some time reading through the job description and matching it to your CV to see which of your skills and past successes best match the role. Finally, make sure you prepare answers to some of the most common questions interviewers regularly ask.

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# 02

## Think of your tech

With video interviews, the main issues you might have to deal with will be technical. So before you're due to start, make sure to do a tech test: do you have a stable internet connection? Are your microphone and camera working? We normally advise to use a laptop or desktop computer; however, if your phone has the capacity to handle a long video chat, you may be okay to use it.

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# 03

## No distractions, please

Now that your tech is good to go, it's time to think about your environment. Avoid doing video interviews at coffee shops, libraries and other public places, where you'll be bombarded with distracting noises and movement - instead, stay at home and choose a quiet, well-lit room with enough space to set up your equipment. If you live with family or friends, make sure they know your interview is taking place so they can remember to be quiet.

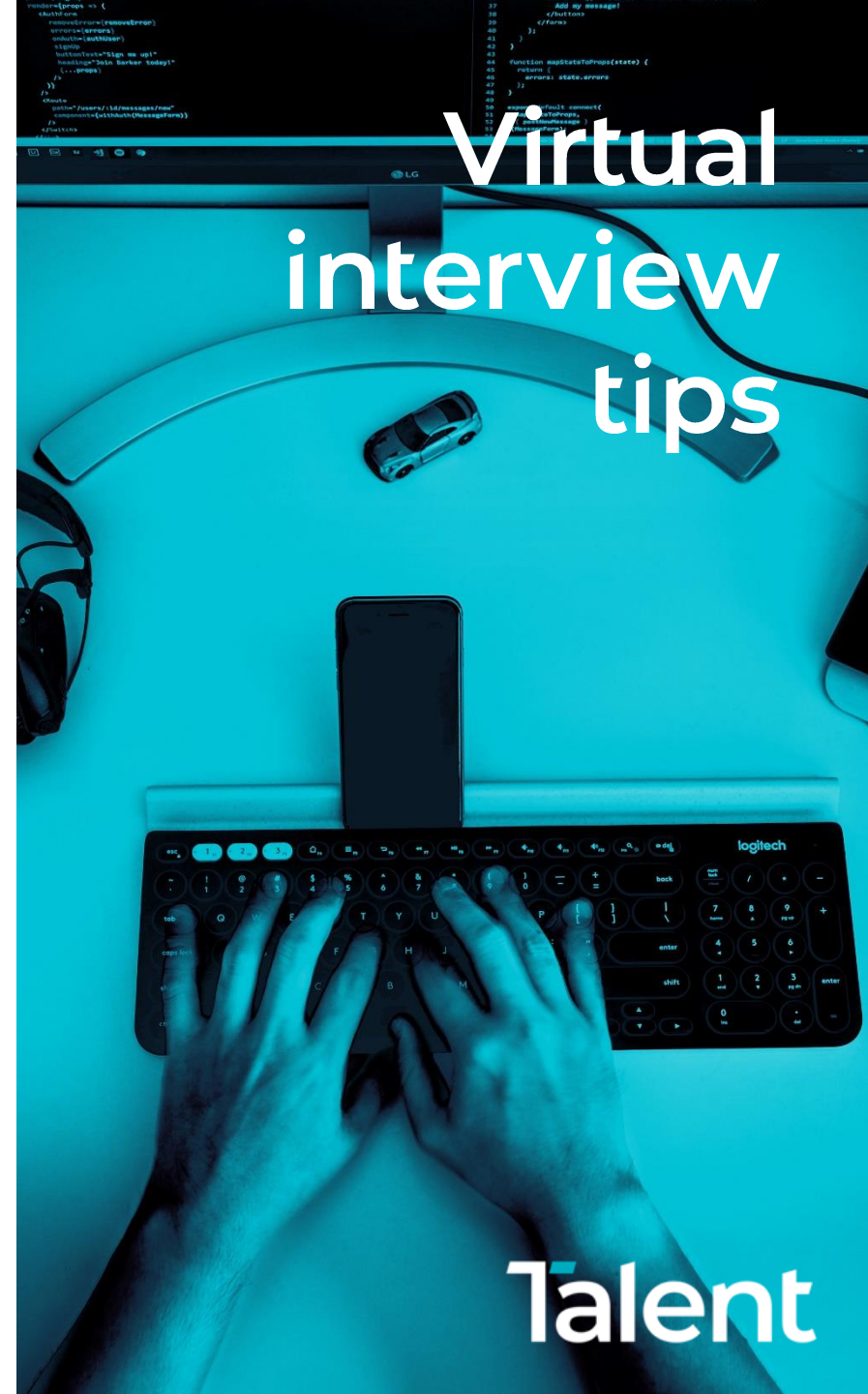
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# 04

## First impressions matter

While you may not be meeting the interviewer in person, your appearance and the way you present yourself will still be taken into consideration. So when you're setting up and getting ready, try to imagine you're doing a face-to-face interview and pick your clothes accordingly. You should also pay attention to your background, and try to keep it as mess-free as possible - a white or light-coloured wall will be best.

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# Job interview checklist

## 01 Industry, company & role research

- I have undertaken company research via a review of the website, annual report and LinkedIn
- I understand what the company does, its challenges and culture
- I have researched the interview panel (LinkedIn / my networks) to find commonality or connection
- I have reviewed the industry, where the company fits in and their challenges
- I have reviewed the position and understand the requirements and where it fits in the business
- I can recall and verbalise concisely information about the company, their products or services, challenges and culture

## 02 Logistics

- I have email confirmation from the interviewer
- I have developed my travel plan and timing
- I have taken a practice run to the location



# Job interview checklist

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## 03 Logistics

- I have planned interview attire appropriate for the job, company and industry
- Every element of my outfit is neat and clean
- I have developed my 30 second 'me-statement' and rehearsed it so I can convey enthusiasm and passion
- I have reviewed my body-language with a friend and I can confidently enter the room, smile and maintain eye-contact
- I am aware of my posture and I can sit confidently, and refrain from fidgeting, slumping and rocking

## 04 My questions

- I have reviewed the job description and developed questions
- I have questions about the company, department or position
- I have written down my questions to take with me



# Job interview checklist

## 05 Interview questions

- I have reviewed the job description / job advert and identified the key criteria
- I have developed responses to behavioural questions covering the key criteria using the STAR format (see “How to nail your interview questions” guide)
- I have developed responses to the ten standard interview questions
- I have developed responses to any other questions that I think may be included
- I have had a friend or family member do a mock interview with me and provide me with feedback

# Job interview checklist



## 06 24 hours before the interview

- I have printed two copies of my resume to take with me
- I have printed a copy of my referees to take with me
- I have briefed my referees on the position
- I have collated all my materials in a neat, tidy folder
- I have undertaken some relaxation the day before (or morning of) the interview
- I have packed my bag, ensuring I have my public transport pass and / or petrol
- I have set my alarm clock
- I have had a good night's sleep and eaten a healthy breakfast



# After the interview



## 01

### **Know the next steps**

Do not finish the interview until you know what happens next and when it is likely to happen. This shows you are interested and motivated, it may also enable you to get that essential information for the next stage.

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## 02

### **Catch up**

Call your Talent recruiter to go through the interview and talk about what happened. We want to know how you did, so that we can help you progress to the next stage.

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## 03

### **Finally, relax**

The hard part is over, and you've done your best!



# Talent for a better world of work

Lead the way  
Strive for better  
Give a damn