

How to prepare for a job interview



How to prepare for a Job Interview with Renee Cooke
First Impressions Clothing Exchange, Mooroolbark

Together with

Cire
services



About Cire Services

Empowering the community through flexible life-long learning opportunities, education, training and a range of community programs and services for people of all ages and interests



How to prepare for a Job Interview with Renee Cooke
First Impressions Clothing Exchange, Mooroolbark

Together with



Agenda

- Looking the part
- Key selection criteria
- Common interview questions
- Be ready to respond
- Behavioural questions

Dress to impress

When considering how to dress for an interview, use your best judgment and don't overthink it. Choose clothes that make you feel comfortable, confident and suit the role, this applies for both face to face and video/zoom interviews

- Avoid revealing clothing and anything that doesn't fit properly.
- Check for stains, snags, pet hair and holes. Make sure it's cleaned and ready a few days before your interview.
- The night before the interview, lay out or hang up your outfit. It should be out of reach of children, housemates or pets.

Key Selection Criteria – make time to research

Key selection criteria are the skills and qualifications the employer find essential for satisfying the requirements of the job and can be found in every Position Description.

- Read the key selection criteria and job description prior to application.
- Take your time and think about what the employer is really looking for.
- Research the company that you are applying to work for. (Google)
- Look up the organisation's annual report if it's public.
- Use your network to find out more about the culture.
- This will help you stand out from the other candidates.

Tell me about yourself

Start out by giving them an overview about your current position or activities, then provide the most important and relevant highlights from your background that make you most qualified for the role



**how not
to respond**

- Mention past experiences and successes specific to the position
- Consider how your current job relates to the job you're applying for
- Focus on strengths and abilities
- Highlight a bit of your personality

- Avoid mentioning personal information (i.e. marital status, children, political)
- Don't list multiple strengths, instead focus on 2 or 3
- Avoid repeating your resume word for word, discuss points that are relevant to the position

What are your Strengths and Weaknesses?

STRENGTHS

- Creative
- Patient
- Empathetic
- Determined
- Flexible or versatile
- Honest / Respectful
- Collaborative
- Disciplined or focused
- Committed or dedicated

WEAKNESSES

- Self-critical or sensitive
- Perfectionism
- Shy or not adept at public speaking
- Not skilled at delegating tasks
- Take on too much responsibility
- Not detail-oriented or too detail-oriented
- Not comfortable taking risks
- Too focused or lacking of focus

What are your Strengths ?

**Reassure the hiring manager that you're the right person for the job.
Make sure your answer shows your strengths are in line with what the company needs.**

Example: Strengths

"I've always been known for my work ethic. I am committed to meeting deadlines and taking responsibility for the quality of my performance. A few months ago I was working with a client who had us on a tight deadline. There was a mix-up in the delivery of some key paperwork and it didn't get to our office until closing the night before the deadline. Rather than go home and ignore the problem, I stayed late and finished the project, making sure that our deadline was not only met, but that the report was accurate."

How to answer: Weaknesses

At some point during the interview process, you may be asked to describe your personal strengths and weaknesses. Address your weaknesses, then discuss the measures you've taken to improve on them

Example: Weakness

"I can have trouble asking for help, Because I am independent and enjoy working quickly, it has been difficult for me to ask for help when I need it. I have learned that it is much more beneficial both for me and the business to reach out when I do not understand something or feel burned out with my workload."



Common Interview questions

By preparing your answers to these common interview questions, you can develop compelling talking points to make a great impression during your next job interview

Examples

1. Tell me about yourself / your past work experience
2. What skills or experience will help you succeed in this role
3. What are your strengths/weaknesses?
4. Why should we hire you?
5. Behavioural questions (STAR)
6. Why do you want to work for us?
7. What are your salary expectations?

Behavioural based questions – STAR

The STAR method is a structured manner of responding to a behaviour based interview question by discussing the specific situation, task, action and result of the situation.

1. Situation

2. Task

3. Action

4. Result



5 tips when using the STAR Method

1. Be prepared
2. Be specific
3. Be quantitative
4. Be concise
5. Be honest



Example answer

Share an example of a time when you faced a difficult problem at work. How did you solve this problem?

SITUATION: Set the stage *In my previous job , a customer purchased a dress online and had it delivered to the store. One of my associates accidentally put the dress back on the rack, where another customer immediately purchased it.*

TASK: Describe your responsibility or role in the situation or challenge. *I was working as the retail manager at the department store, so I immediately wanted to see if I could rectify the situation.*

ACTION: Explain how you handled the situation *Before calling the customer to let her know about the mistake, I located the same dress at another store location nearby. I ordered it to be pressed and delivered to her home the morning of her special occasion, along with a gift card to thank her for her understanding.*

RESULT: What was the outcome *The customer was so thankful, she wrote us a five-star review on several websites."*

Example questions - STAR

- Can you tell me a time you went above and beyond your expected duties?
- Tell me about a time when you took the lead on a difficult project ?
- Can you tell me about a time you were in a stressful situation and how you handled it?
- Tell me about a mistake you made and how did you handle it?
- Tell me about a time you had to handle a **customer** complaint.
- Describe a time that you provided great **customer service**.

Interview Checklist

Preparing for a job interview takes time and focus. Consider making an interview checklist to help you stay organized and confident throughout the hiring process.

- Research the company
- Dressing for the interview
- Meeting the Key Selection Criteria
- Preparing to respond to questions
- Career overview, strengths & weaknesses and STAR answers
- Why you want to work for the company

Thankyou & Questions

Cire services 1300 835 235

<https://www.cire.org.au/>

First Impressions Clothing Exchange

<https://www.cire.org.au/first-impressions-clothing-exchange/>



@cirefirstimpressions



@firstimpressionsclothes



How to prepare for a Job Interview with Renee Cooke
First Impressions Clothing Exchange, Mooroolbark

Together with

