

Q&A / COMMENTS

How to prepare for a job interview

Webinar 4 – March 2021

i *What are the top 3 things you should research about a company before the interview?*

- The latest news about the company and any current major projects they might be undertaking.
- Their mission statement, their culture, behaviours and values which you will usually find on their website in the About Us section.
- Their history; how they have grown to where they are today, and if the organisation is part of a bigger group. For example, Bunnings is part of the Wesfarmers group.
- This type of research shows that you are interested in the organisation and understand what they really do and what other businesses they may have in their corporate group.

i *What is the best way to talk about how you would fit into the organization?*

- My number one tip is to talk about your transferable or employability skills. These are also known as 'employability enterprise transferable skills'. These are your 'skill bank' that you take with you from job to job.
- We talk about the specific role related skills which we will bring to the business.
- Then they will want to know if you can fit into their organizational team. The company can teach you many things, but they want to know how you can communicate and work with others in the team.
- In a team it's important that we each take responsibility for our own actions and take accountability for our work and actions. The employer will want to hear examples of how you do this, how you communicate and enjoy working.

i *How do you explain a working through a difficult situation or with a difficult colleague in the past, if asked about this in an interview? Can you turn this into a positive?*

- This is always a tricky question., because when you were in the situation you may not have felt like or been able to make it into a positive situation. You really need to think ahead, before the interview, how you communicate these situations, as you are quite likely to be asked a question like as a and con, ' Tell me about a time that you have had to work with a difficult colleague or co-worker'.
- Do not talk about anyone in a negative way and do not put down a former co-worker.
- Do not go into too much detail or 'nitty gritty' of the situation. The interviewer does not need to know the details. That will work against you.
- They want to know how you handled the situation and what your actions were, and that you are a team player.
- An example might be: If you noticed that there was an issues with a co-worker, you talked to your manager or HR, or you had a chat with the person, maybe had lunch together and see if you could talk it through. "
- You want to show that you try to manage the situation and find a solution.

i *How do you answer if the interviewer asks you what are your salary expectations? This can be difficult especially as you may not want to pitch it too low or too high.*

- This can be difficult if the job advertisement does not mention the salary range.
- Before the interview you can Google the salary range for different jobs by industry or you might know someone in an industry who you can ask.
- It can be difficult. Some roles have very specific salary ranges, if the industry is unionised, like in supermarkets or retail. Other industries and organisations can have flexible and varying salary scales. Salaries also differ by State.
- A good employer should make salary known in the position description, because we all work for money
- Do not be afraid to ask the interviewer, employer or the HR hiring manager.
- A good idea is to ask before even making an application. You can call the company and ask very politely what the salary range is. You don't want to go all the way through the application process when the job is paying \$20,000 under what you need to cover your regular expenses.
- You need to know this information before you accept a position.

i *What's the best way to handle recorded video interviews where you need to answer a question in a certain number of minutes, and you run out of time?*

- I am becoming more familiar with recorded video interviews and even recorded reference checks.
- Remember: practice and use examples to explain.
- A suggestion is to practice commonly asked questions and you will get used to the time constraint. Also record yourself and watch it, to see if there are ways you can improve your answers or how you speak. Practice means we become more comfortable with these constraints and perform better.
- Use the timer on your phone to track the time.
- Often, less is more. If you are stumped and cannot think of an answer, and all else fails, use an example to explain your answer.

i *How do you best manage panel interviews?*

- Panel interviews can be quite daunting, with a few people in front of you taking turns to ask you different questions.
- Make sure you smile and try to make eye contact with all the panellists.
- Address the person who asked the question.
- Keep your nerves in check and take your time. Think of the 'balloon technique' to slow down your breathing and take a moment to think of the answer.
- If you can't think of the answer, use the 'firefighter technique' and answer using an example and a brief STAR answer.
- If you don't know the answer to a question, then you can always say that you will come back to them with the answer later or come back to it later in the interview, giving you time to find an example or answer.