



Interview Advice

All job interviews are and will be different, just as each and every person is different. Because of this pure and simple fact it is difficult to pin point what will be asked and what the most appropriate answer to any one question will be as these may be different on any given day. Chris Tan Consulting (CTC) have assembled the following document which is designed to provide some small insight into what employers both look for and expect when interviewing someone to potentially join their organization.

Prior to the Interview

“Not preparing is preparing to fail...”

- Request a position description – May not always be available but you should always ask. If available make sure you spend time reading and understanding it, don't be afraid to call your recruitment consultant should there be any parts you fail to comprehend.
- Read and review your resume and in particular the aspects which relate specifically to the position description. Identify and be confident in relaying specific examples from your past which relate to the position description and demonstrate your competence and ability to perform the job you are about to be interviewed for.
- Research the Company
 - Read their Annual Reports (often available online)
 - Have a look and read of their website. You should be aware of their size, locations, products or services they provide and financial situation.
 - Be aware of the companies exact location and ensure parking is available should you require it. It can also be beneficial to do a dummy run to their offices the day before at a similar time to when your interview is scheduled; this ensures you know exactly how much travel time to allow so as that you are not late.
 - Be aware of who you are meeting, their titles and the correct pronunciation of names. This information can be obtained either through your recruitment consultant or alternatively by calling their receptionist and requesting it.
- Whilst researching you should be preparing questions that you intend to ask at the interview when giving the opportunity.
- Get a good nights rest the night before your interview as it is important that you look your best on the day of your interview.
- Dress conservatively. If you have any questions about what you should or should not wear contact your recruitment consultant. Men should wear a suit, shirt and tie whilst women should wear a shirt, skirt/slacks and if desired a jacket.
- Don't be late! It is best to arrive five minutes before the scheduled time of your interview as that way the interviewer will not feel rushed or pressured to meet with you earlier and you will not be inconveniencing them by arriving late.



At the Interview

- Be confident and smile when you walk into the room, walk with purpose and directly towards those that are about to interview you.
- When you shake their hand, look them in the eye and smile.
- Only sit when instructed to do so.
- Be prepared to convey why this particular position appeals to you, employers like to see enthusiasm and passion from potential employees.
- Refer to your CV when and where possible and be prepared to answer situational and competency based questions that may relate to the position. The ability to answer competency based questions by referring to points or achievements on your CV is of great importance and illustrates to your potential employer that you are organised, passionate and aware.
- The opportunity to ask your own questions should not be underestimated. Well thought out and probing questions can leave a very positive impression as they again show your passion and enthusiasm towards not just the position but the organisation as a whole.
- Speak clearly throughout the interview. Interpersonal and communication skills are becoming increasingly important and can often be a determining factor when deciding the most suitable person for a position.
- Remain confident throughout the interview, sit up straight and appear interested in all discussion.
- It is important that you are clear and concise when it comes to discussing your future aspirations. Employers like to employ people who are ambitious and have a well thought out career path assists them when planning a potential route for them within their organisation.
- Even if you quickly decide that the position is not for you it is imperative that you remain positive and give the impression that you want the job. It is far better to be offered the position and turn it down gracefully than to have never been offered it at all.

After the Interview

- Your recruitment consultant is likely to call you following your interview and this is an opportunity for you to express your true feelings in relation to how you thought the interview went, how you performed, what your thoughts are in regard to the position and the organisation and if you want the process to progress. It is important to be honest and upfront with your consultant as they want to represent you in a way that is productive and helps you to achieve your long-term aspirations.



- It is your recruitment consultant's responsibility to provide you with prompt and honest feedback and this may be possible in the initial phone call, if not your consultant will call you straight back once they have spoken to the appropriate people and received the relevant information.

The above information should only be seen as a guide because as in life every situation is and will be different. If you would like further advice or assistance in how to conduct yourself at interview or what can be done prior to an interview then please don't hesitate to contact either Chris Tan or David Watson on 1300 764 271.