



Interviews

Outshine
the competition



Learning Objectives

- **Develop an understanding of how to prepare for an interview**
- **Recognise different types of interviews and the behaviour appropriate for each different kind**
- **Understand the STAR technique and how to apply it in an interview situation**
- **Have an awareness of difficult questions and how to approach them**
- **Be aware of common mistakes in interviews and discuss strategies which help you to avoid these**
- **Be able to remember “the 5 P’s”**



Purpose of interviews

- **Can you do the job?**
- **Will you do the job?**
- **Will you fit in?**
- **Why are you interested in this role?**



Types of interviews

- **Telephone**
- **One – to – one**
- **Panel Interviews**
- **Group Interviews**





Before the interview

- **Prepare**
 - Interview Details
 - Know yourself
 - Research
 - Documents
- **Plan**
- **Practise, Practise, PRACTISE!!!!**



The Five P's



During the interview

- **Arrival**
- **Introducing yourself**
- **Positive body language and natural personality**
- **Responding to questions**





Types of interview questions

- **Ice Breakers**
- **Position specific questions**
- **Resume based questions**
- **Motivation questions**
- **Situational questions**
- **Self-awareness questions**
- **Closing questions**





The harder questions

- **The weaknesses question**
- **The strengths question**
- **The salary question**
 - www.gradsonline.com.au
 - content.mycareer.com.au/salary-centre
 - www.quintcareers.com/salary_negotiation_tutorial.html
- **Inappropriate questions**
 - www.job-watch.org.au
- **Questions you don't expect**





Behavioural interview questions

- **Used in 90% of graduate recruitment**
- **Why interviewers use this style of questioning**
- **Answers require specific examples**
- **Identifying behavioural style questions**



Answer technique – the STAR Model

Situation	What is the background or specific experience.
Task	What needed to be done to address the problem and the strategies you considered.
Actions	What you actually did and how you did it. Include the difficulties and problems you faced.
Result	What was the outcome.





Closing the interview

- **Prepare questions to ask**
- **Restate your suitability and interest in the role**
- **Thank the interviewer**



Common interview mistakes

- ✗ Not answering the question
- ✗ Not using recent examples
- ✗ Not giving specific examples
- ✗ Giving unnecessary details
- ✗ Not keeping the focus on yourself
- ✗ Focusing on the future
- ✗ Lacking confidence, initiative and enthusiasm
- ✗ Inappropriate appearance





Are you ready?

- ✓ **Location of the interview**
- ✓ **Outfit**
- ✓ **Portfolio and Documents**
- ✓ **Interview structure and format**
- ✓ **Self-evaluation**
- ✓ **Research the Organisation**
- ✓ **Practice**





Take-away Tips

- **Remember the five P's**
- **Check if you are ready**
- **Write a thank-you letter or e-mail**
- **Seek Feedback!!!**



MONASH University
Employment and Career Development

www.careers.monash.edu

Your Questions?



Resources

Handouts

- **Interviews – A Guide**
- **Interviews – Practice Questions**

Useful websites

- www.bemyinterviewer.co.uk
- resources.monster.com/tools/default.asp
- www.quintcareers.com/intvres.html

Services

- **Interview Practice Workshops**



Next Job Seeker Seminar

Title here

Day and Date

Building, Room

Check full details on-line at

www.career.monash.edu.au



Contact us

Tel: +61 3 9905 4170

Email: info@careers.monash.edu.au

Web: www.careers.monash.edu