



## TOOLKIT

### Interview Preparation

In this activity you will consider:

- Why employers use interviews
- How to prepare for an interview
- Good ways to respond to common interview questions
- How to get better at interviews

#### THE IMPORTANCE OF INTERVIEWS

Very few people enjoy interviews but, unless you are very lucky, they are unavoidable. Interviews may happen face-to-face in a formal setting, in a relaxed conversation, or (increasingly) by video-conference.

Whatever their form, it is very likely that you will experience a number of interviews during your career, both for new jobs and also for promotions. Therefore, you need to learn how to make the most of them.

#### WHY INTERVIEW?

When you apply for work, you are likely to submit an application and your resume. Surely this is enough information! Why do employers still insist on interviews? Make a note of a number of things that employers can learn from interviews that they cannot from applications, and why these are important to employers.

An employer can learn:	This is important because:



## INTERVIEW PURPOSE AND PREPARATION

It's worth remembering the purpose of an interview. Interviewers want to:

- Meet prospective candidates to see if they will be a 'good fit'.
- Find out about applicants' interest in the work and their ability to meet requirements.
- Give applicants an opportunity to 'sell' themselves.

Thinking about these three elements, think about what you need in order to be prepared for in an interview, and how you can do the preparation.

What do you need to be prepared for?	How can you do this preparation?

## DEALING WITH INTERVIEW QUESTIONS

When it comes to interviews, practice makes perfect. There are some questions that interviewers often ask applicants and you need to be prepared to answer these.

A common question is, "Tell us about a difficult situation you overcame". How would you answer this?

Your answer:

## WHAT WOULD YOU SAY?

When you are answering these type of interview questions it is often good to think about the acronym STAR:

- Situation – what was the situation?
- Task – what outcome did you need to achieve?
- Action – what did you do?
- Response – what was the result of your actions?

Thinking about the STAR acronym, how would you respond to the following common interview questions?

Tell us about a significant accomplishment in the past and how you achieved it.	Tell us about a time when you had to deal with a difficult person.
S	S
T	T
A	A
R	R

## WHY NOT PRACTICE?

The best way to prepare for interviews is to practice. Find an advertisement for a position, volunteer work or some contract work, read about what they are looking for, and then imagine you are an applicant. Get someone to ask you these common interview questions:

- What do you know about the company / client / project?
- Why do you want to work for this company / client / project?
- Why do you think you would be good at the position?
- Where do you see yourself five years from now?
- Why should we give you the position?
- How will we benefit by your participation at this workplace?
- What do you think are your greatest strengths and weaknesses as a worker?

Adapted from [Australian Blueprint for Career Development](#) Phase 2 (C) Career Building 11.2 – Understand and experience the process of career building. This work is licensed under the Creative Commons Attribution-ShareAlike 4.0 International License. You can view a copy of the licence [here](#).

[www.developingemployability.edu.au](http://www.developingemployability.edu.au) | [contact@developingemployability.edu.au](mailto:contact@developingemployability.edu.au)