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Talent
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INTERVIEW PREPARATION GUIDE

Australian boutique talent acquisition agency specialising in all functional areas
within the Media, Sports, Digital & Marketing sectors

YOU'VE LOCKED IN THE INTERVIEW. YOU ARE ONE STEP CLOSER TO YOUR DREAM JOB! PREPARATION IS KEY TO ENSURE YOU WALK IN FEELING PREPARED, AND WALK AWAY CONFIDENT YOU DID YOUR BEST.



BEFORE THE INTERVIEW:

- 1. Do your research:** Google search the business and the stakeholders you will be meeting. Check out any trade press/business news. Check out your interviewers on LinkedIn to learn about their own career journeys and interests, a great way to find some icebreakers!
- 2. Read the JD carefully:** The job ad or job description is a great source of tips for what sort of questions to expect from your panel, and to prepare questions of your own to ask. Focus on key attributes of the role, tasks and duties which you will be expected to perform.
- 3. PRACTICE responding to questions out loud:** Delivering concise, detailed and thoughtful response to interview questions will secure you the job. Fail to prepare, prepare to fail. Be prepared to speak to key career achievements, projects, learnings and failures.
- 4. Think of meaningful questions you can ask:** Candidates who bring thoughtful and intelligent questions to an interview make a lasting impact on the employer. It demonstrates a superior level of interest, strategic thinking and is a chance to show your personality. More on this later!

Remember how we said PRACTICE responding to questions? Here is some inspo...

Savvy employers will ask you a combination of icebreaker, cultural based, and behavioural based questions. Past performance is a strong indicator of future performance. Interview questions are designed to get evidence from you of when have demonstrated skill and competence on the job. Here are some common interview questions you can practice with.

"Tell us about a time when you have..."

- 'Had to manage conflicting deadlines to deliver a particularly important task'
- 'Gone above and beyond to deliver a great outcome for a client or customer'
- 'Had to manage a difference of opinion or conflict with a client or colleague'
- 'Shown initiative to improve a process or strategy to deliver better outcomes'
- 'Stepped up to support a colleague or team that was struggling'
- 'Had to problem solve under time pressure when something hasn't gone to plan'
- 'Had to persuade or influence a stakeholder or client to see a better approach/option'
- 'Led, or shown leadership in a difficult period of business transformation or change'
- 'Persisted to overcome a challenge, despite setbacks and challenges.'
- 'Had to make a very important decision under time pressure. What resources did you use (i.e. data, research, consultation) to prepare?'

ANSWER QUESTIONS LIKE A 'STAR': The star framework is a fool-proof response technique that will ensure you hit the mark when responding to questions. Be specific. Be detailed, but get to the point.

SITUATION

"Set the scene". What was happening in the business at the time, what factors did you consider and why

TASK

In light of the situation, what did you have to do to achieve the best possible outcome.

ACTION

How did you deliver the task. Be specific, and detailed about your role and the actions involved.

RESULT

How did you measure the success of your actions? What was the impact and learnings.

STAND OUT FROM THE CROWD: YOU ONLY GET ONE CHANCE AT A GREAT FIRST IMPRESSION. MANAGE YOUR NERVES, LOOK THE PART, HAVE SOME GREAT QUESTIONS UP YOUR SLEEVE - AND YOU'RE ALMOST THERE!



ON THE DAY

- **Outfit:** If in doubt, always overdress. Blazer, ironed shirt/blouse, neutral colours and tailored pants/dress with dress shoes. Lay it out the night before to minimise last minute stress.
- **Nervous energy:** Go for a walk to shake off nerves. Consider whether a coffee will give you energy or jitters. Warm up your voice, crank the car radio and practice your answers en route!
- **BE ON TIME:** If in person, plan your route and arrive 15 mins early to account for parking, finding reception, traffic, etc. If over video, download the software at least 30 mins beforehand and check your settings/background or wifi, there are NO excuses .
- **Bring the energy:** Employers are drawn to candidates who are warm and kind. Greet the receptionist politely, shake hands with each panel member and make a point of their names.
- **Body language:** If you're a fidgeter, bring a pen and paper to have handy. Ensure you give eye contact while responding to questions to every panel member, pace your voice and breath.

INTERVIEWS ARE A TWO WAY STREET. ASK QUESTIONS!

A new job is a big life decision. Carefully consider what information you'd like to know about your employer, the team, your manager, and the role itself. Asking thoughtful questions will set you apart from the crowd, showcase your genuine interest and personality, and ensure you are making the best possible choice. **Hot tip** - "You answered all my questions already"/"Can I work from home?"/"What are the working hours" won't inspire anyone.

Topics worth asking questions about:

- Long-term strategic direction of the business, and how the role will contribute to those goals.
- The culture within the business and your direct team. What is the team 'known' for?
- The growth, development and progression pathways available from your role, and within the business. What has the hiring manager's experience been to date?
- What is the hiring manager's leadership style? How do they like to manage and work?
- What does great performance look like within this role. What will be the short/long term goals?
- What has the employee turnover been within this team and business. What do people love about working for the company, why do they stay?

"THERE ARE NO STUPID QUESTIONS" ...Well, not always. 

Sometimes, candidates unwittingly demonstrate a lack of research, knowledge and awareness.

Proceed with caution:

x **"Who are your main competitors?"** | You should have already researched this!

x **"What are your company values?"** | Again, you should know. If not public, then sure, ask!

x **"Who is the CEO/Head of Dept?"** | Again, you should know.

x **"How often can I work remotely?"** | Not a bad question IF asked in balance with other thoughtful questions. Do not *only* ask questions about how the employer can serve you. There may have been recent news impacting the business and if you're not aware of it, you will look silly.