

ROC Tips: The Interview

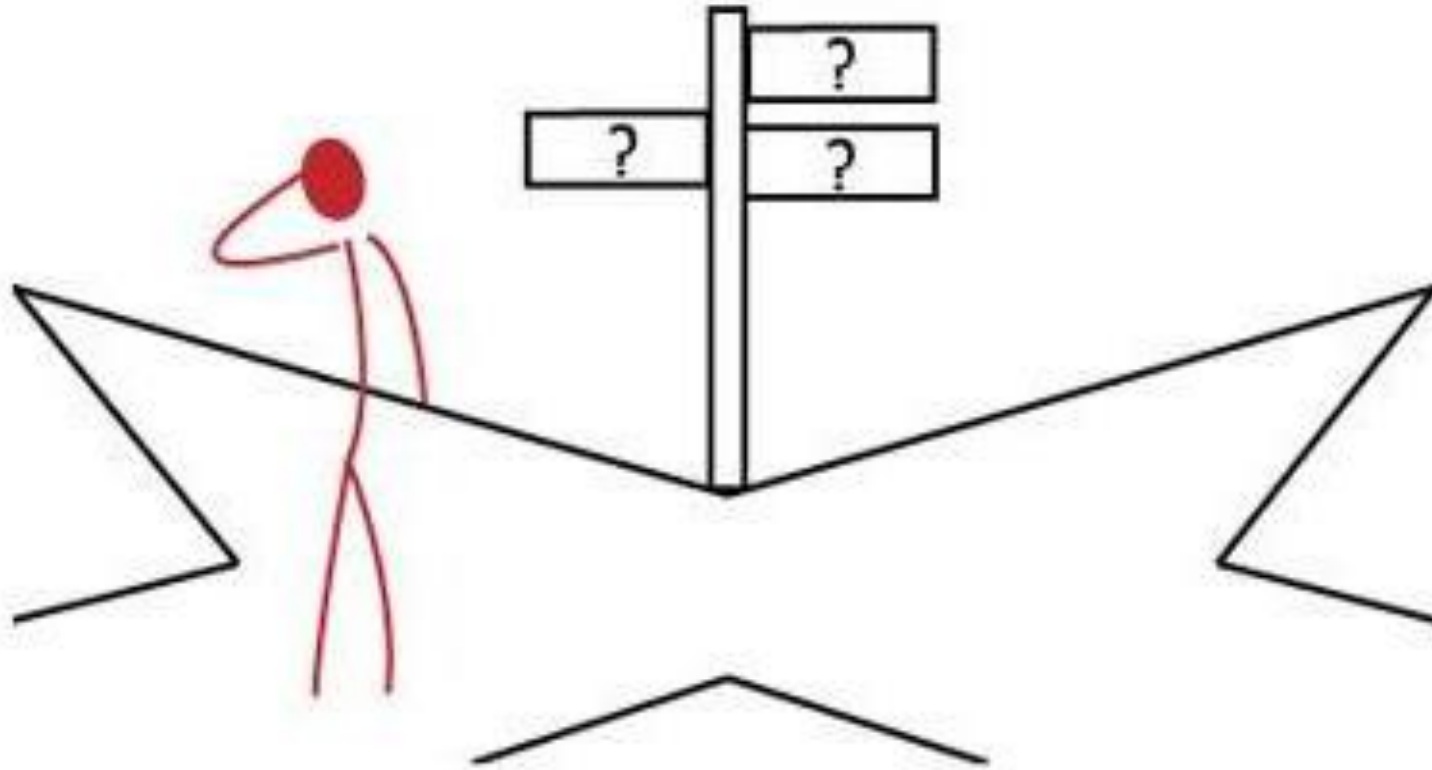


Don't Worry, Be Happy



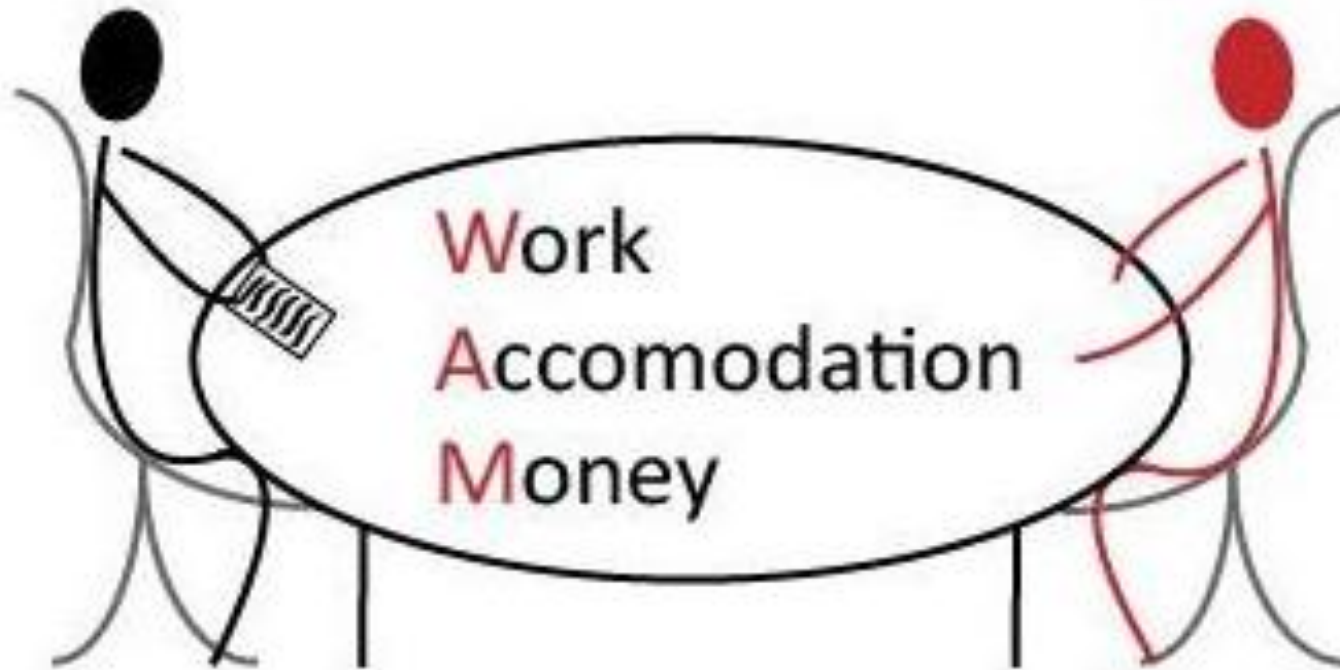
Our ROC Top Tip is to be happy & don't forget to smile; people want to work with happy people!

Where do you want to go?



Have a clear career path in mind that works right now, next year and for the 2-3 years after that

The WAM Test



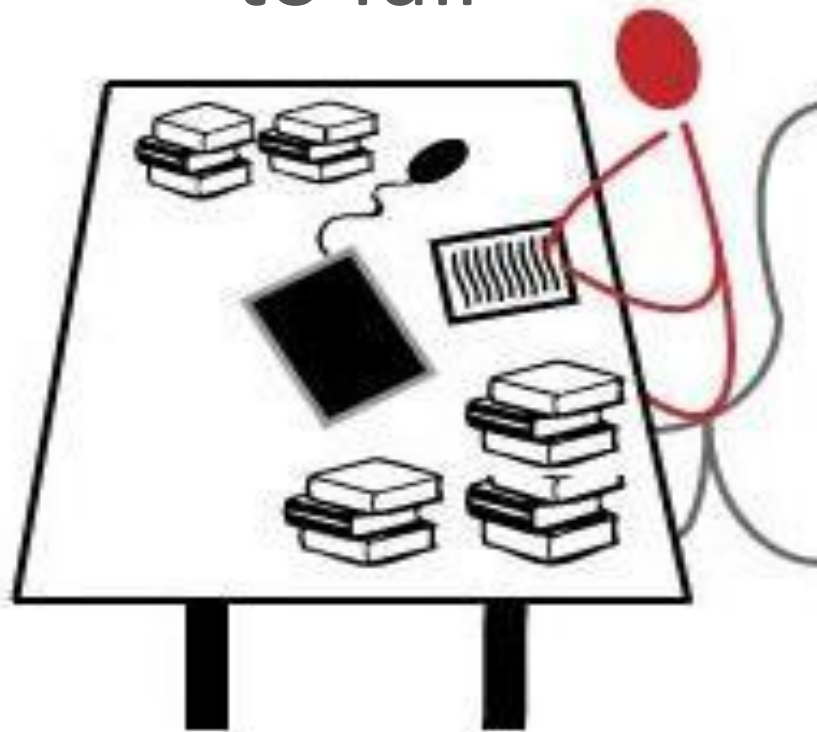
Pen and paper this... Work, Accommodation, Money – write down the pros and cons for each when considering a new role

Focus on the questions & your answers



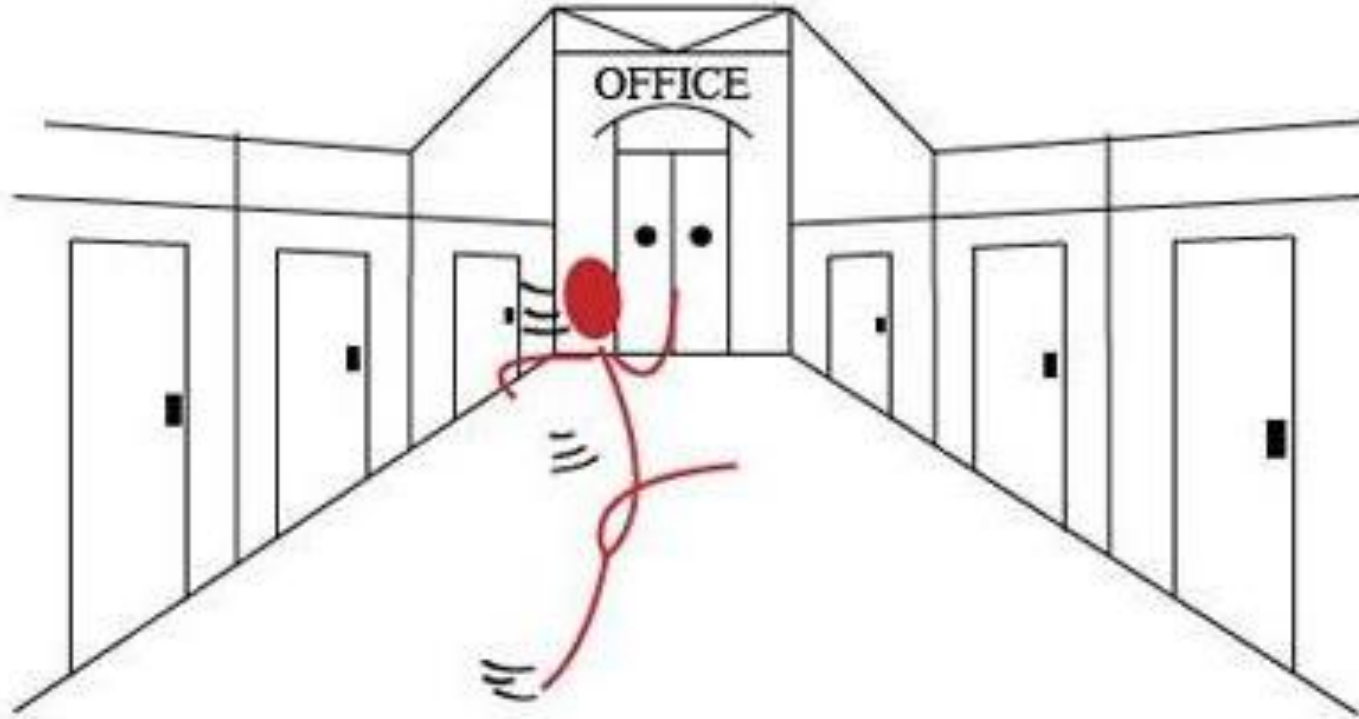
Listen to the questions carefully and answer them confidently but remember to be concise, do not go into a full life story!

Failing to prepare, is preparing to fail



Research the company and job thoroughly. Show you have used your initiative to find out something about the organisation

Be on time. No Excuses.



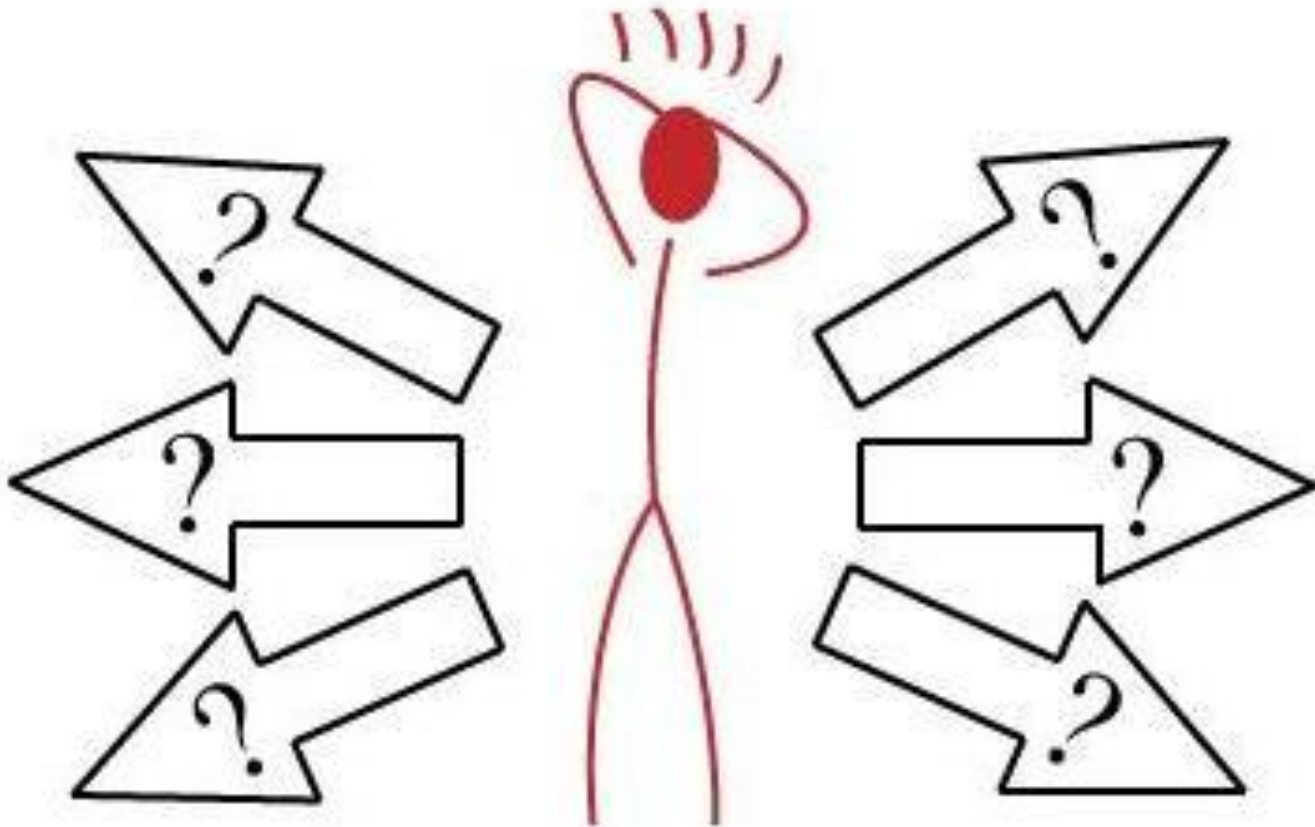
Ensure you have the correct time & location and arrive 15 minutes early; rushing may make you nervous & flustered

Know who you're meeting



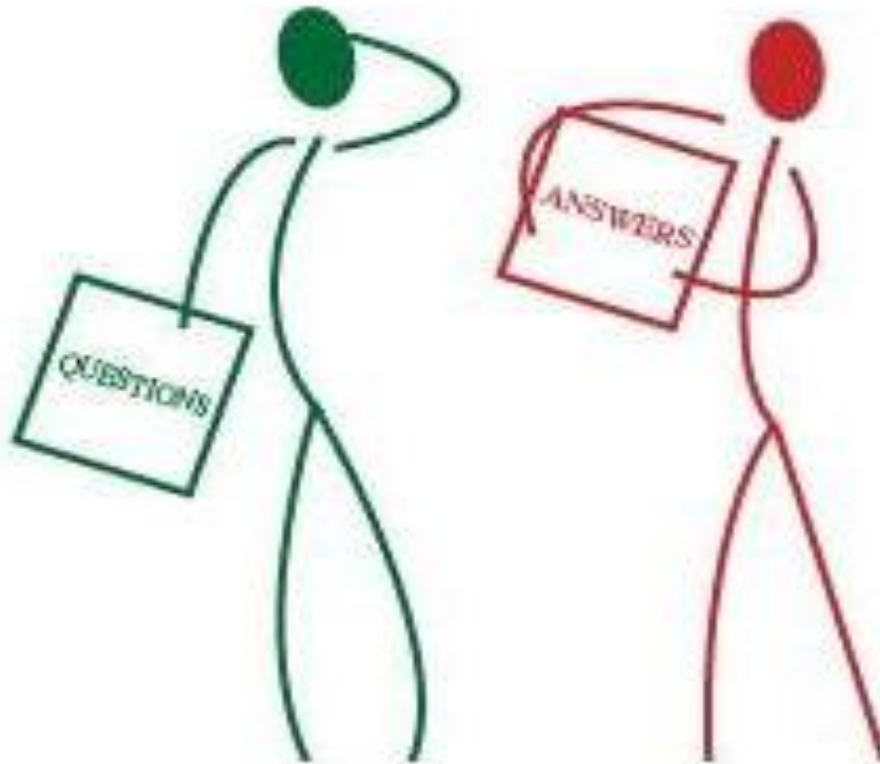
Have the name of the person(s) you're meeting, know their status in the company and a bit about their own background – *LinkedIn* is a great resource for this!

Don't forget the basics



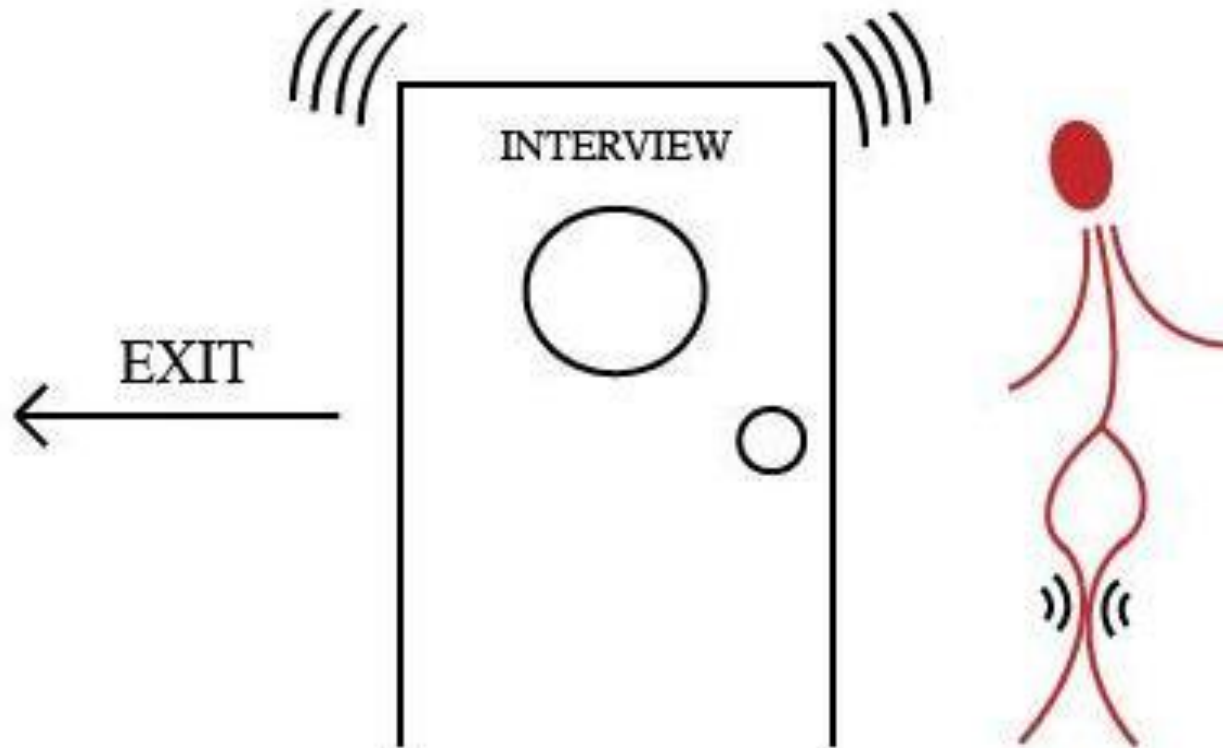
Have the address & telephone number of the company to hand, map the office location & know the nearest station or parking facilities

Find a willing ear and rehearse!



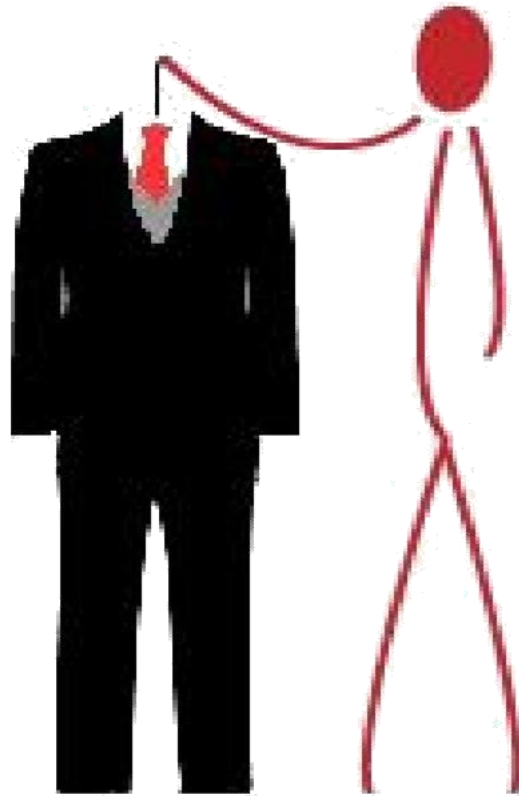
Plan and go through some questions & answers to test out how a few things sound, but find someone who'll be honest with you

Everyone get's nervous, it's natural



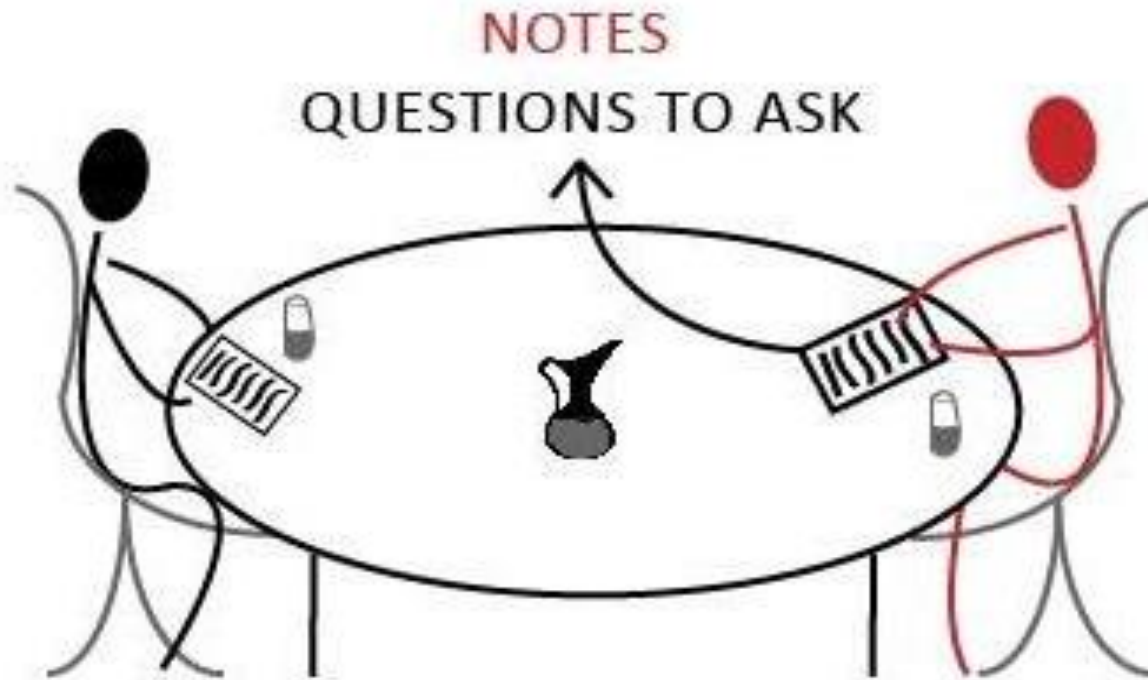
Breathe, be prepared & know your own CV (you'll be asked about you, nothing else). Sip water to take a break and gather your thoughts.

Dress for Success!



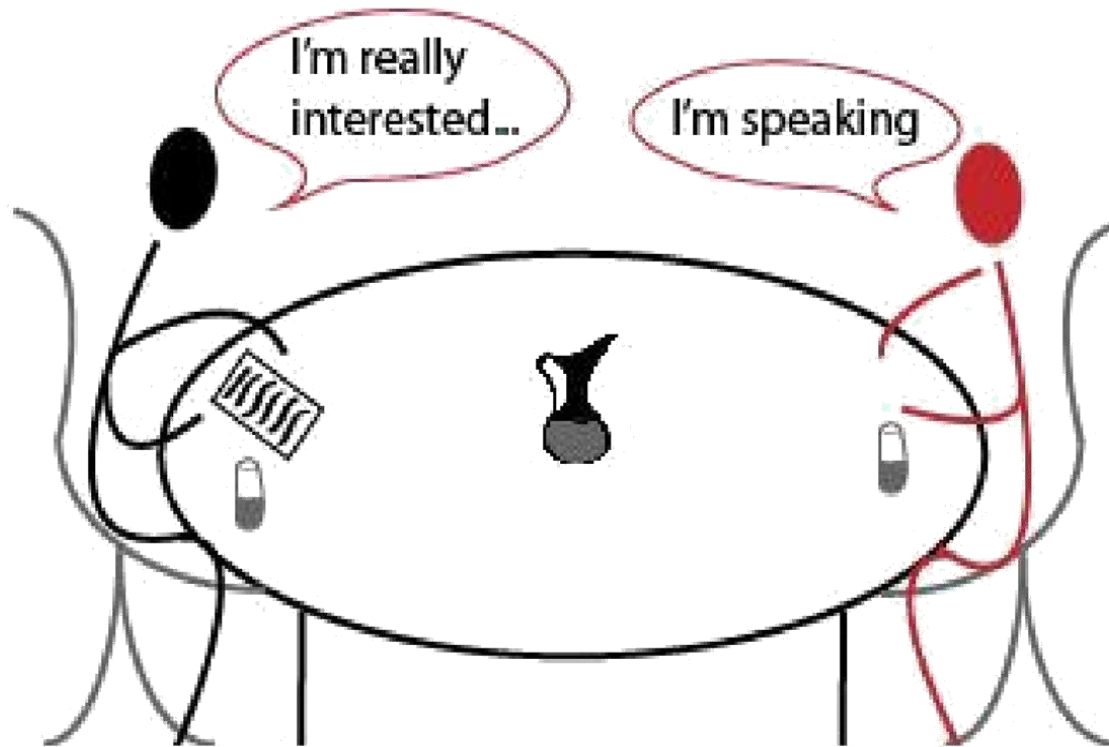
First impressions really count. Dress professionally. When in doubt, wear a suit or ask your recruitment consultant for input.

Bring a pen and paper



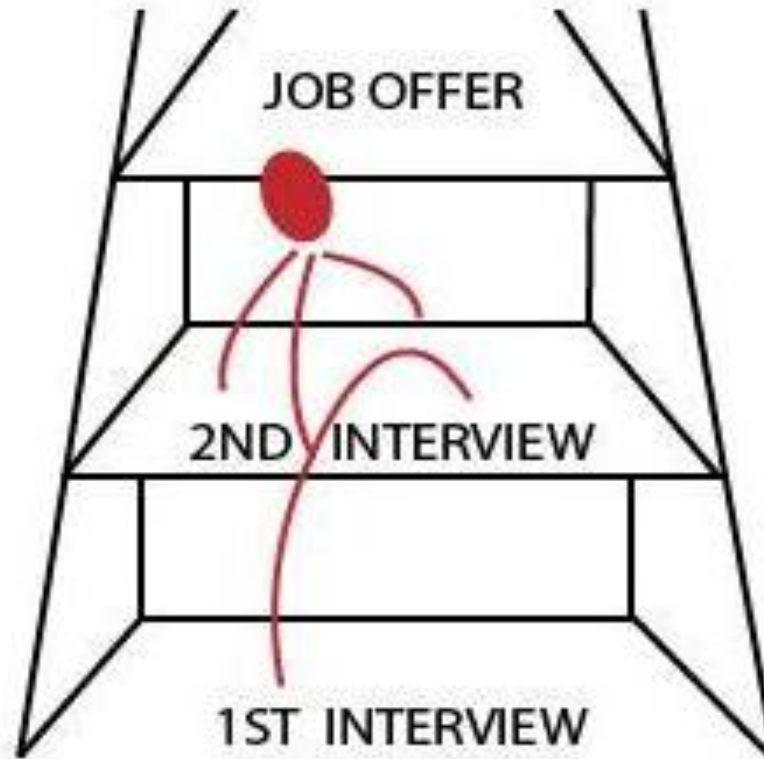
Have a pen and paper ready to note any questions, ideas or points to remember or raise later in the interview.

Be composed and speak clearly



Speak clearly and slowly. Vary your tone, be enthusiastic & sound interested when answering questions. *How* you say things matters just as much as *what* you say.

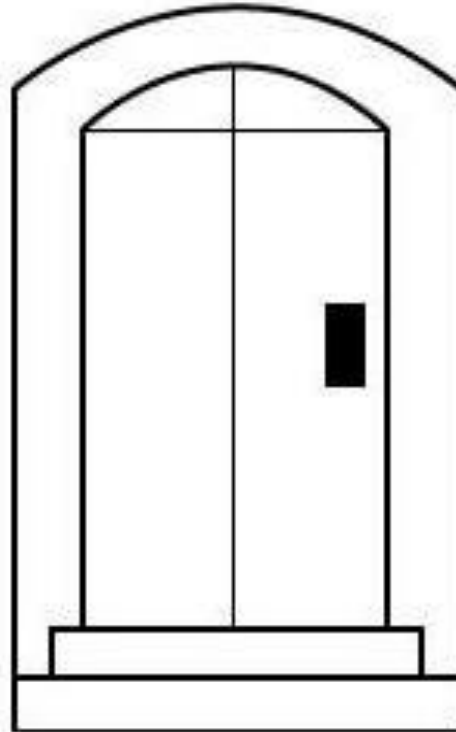
Interview 'development' is a must



In 2nd interviews, you must show development - don't repeat material from 1st interview; show that you can learn & improve

No Smoking before interviews!

INTERVIEWS
THIS WAY
→



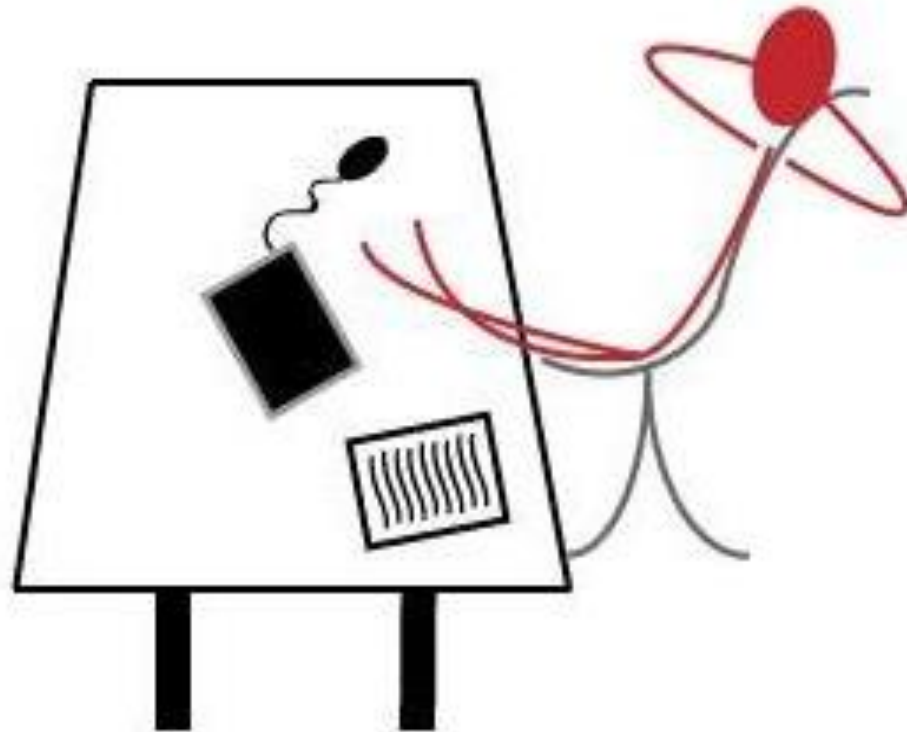
If you smoke, whatever you do, do not smoke right before an interview regardless of if you think it will 'calm your nerves'

The Handshake



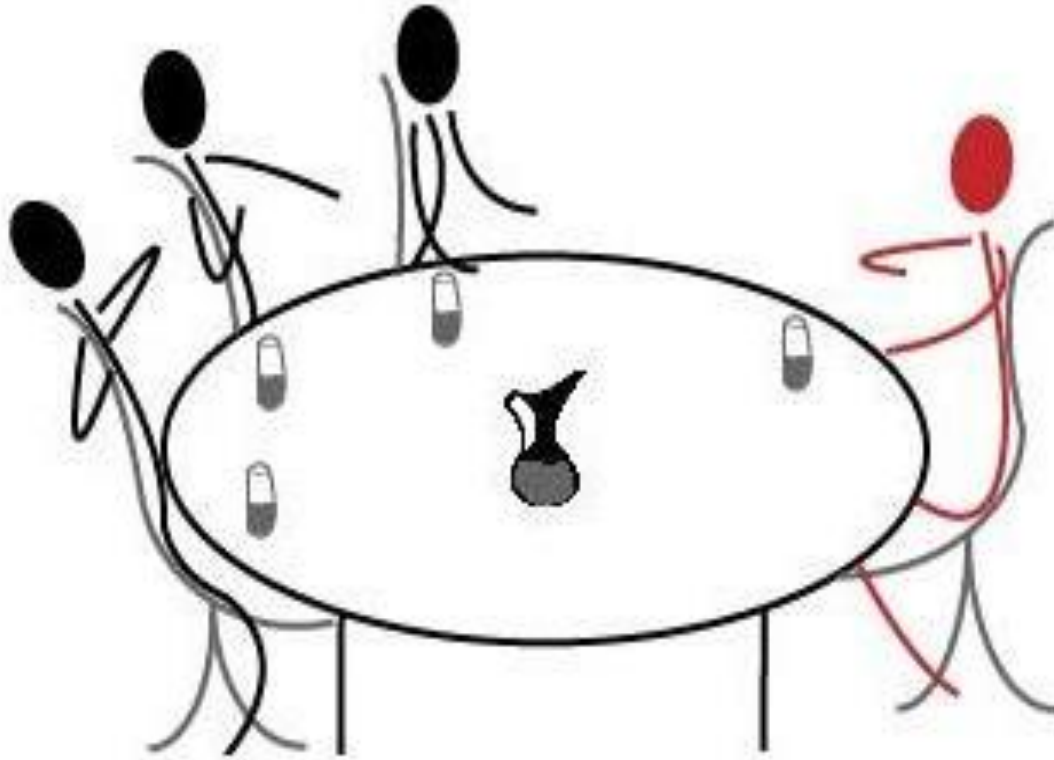
No 'limp fish' handshakes! Make sure you greet your interviewer with a firm handshake, eye contact and a smile.

Not all communication is verbal



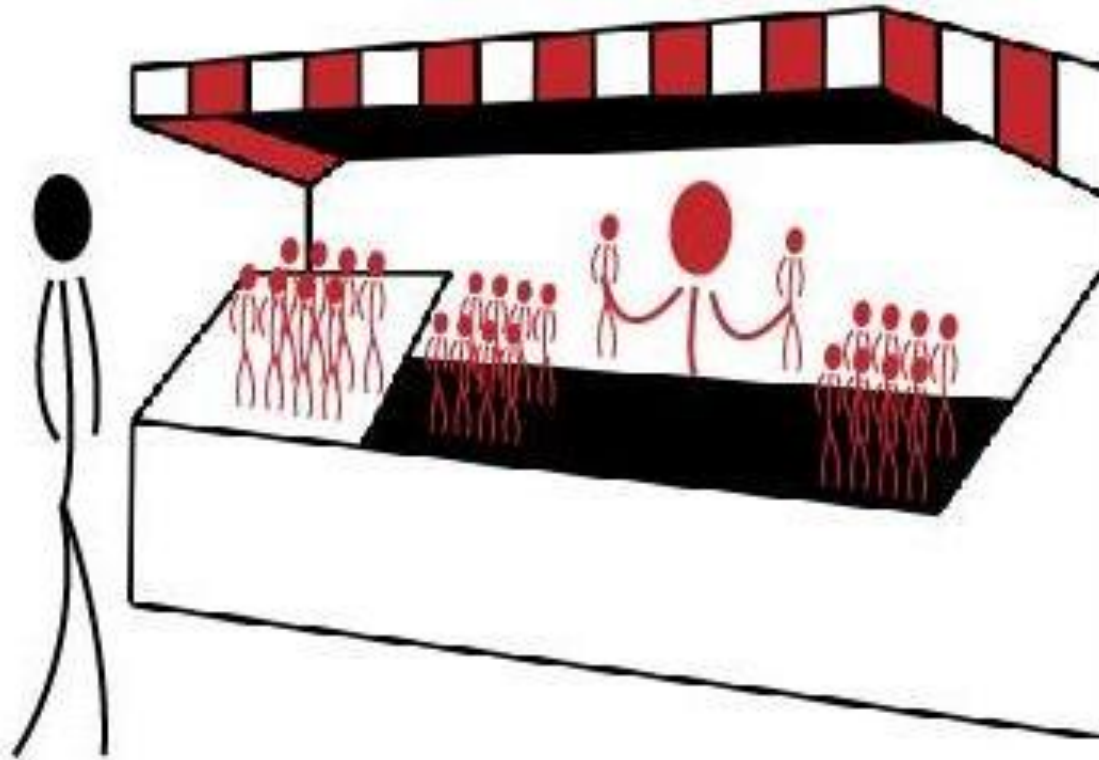
The majority of first impressions are formed from non-verbal communication, e.g. eye contact, body language & how we present ourselves.

Your personal story



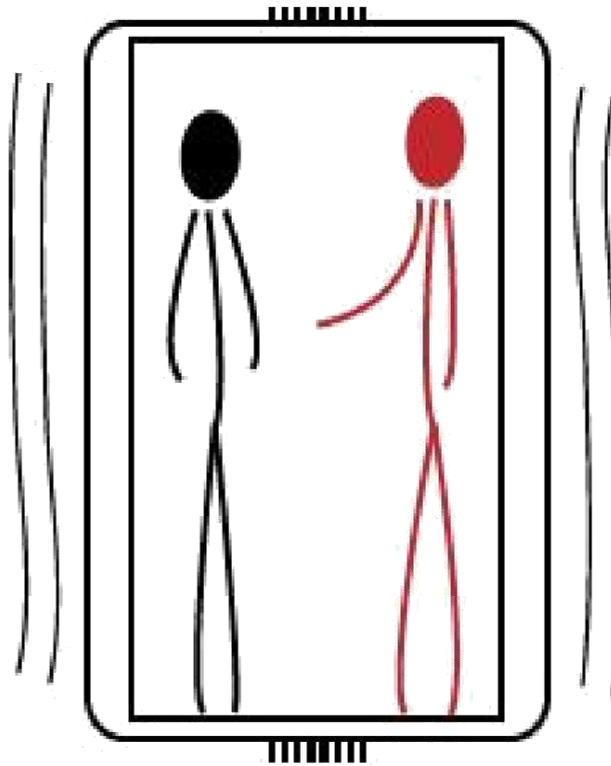
Do you have 1-2 stories that are unique to you that can help you relate to, move or inspire the people you meet?

Don't be afraid to sell yourself



The job market is pretty competitive – remember to sell yourself. If you're not asked about something that you feel is important, raise the subject yourself.

The Elevator Pitch



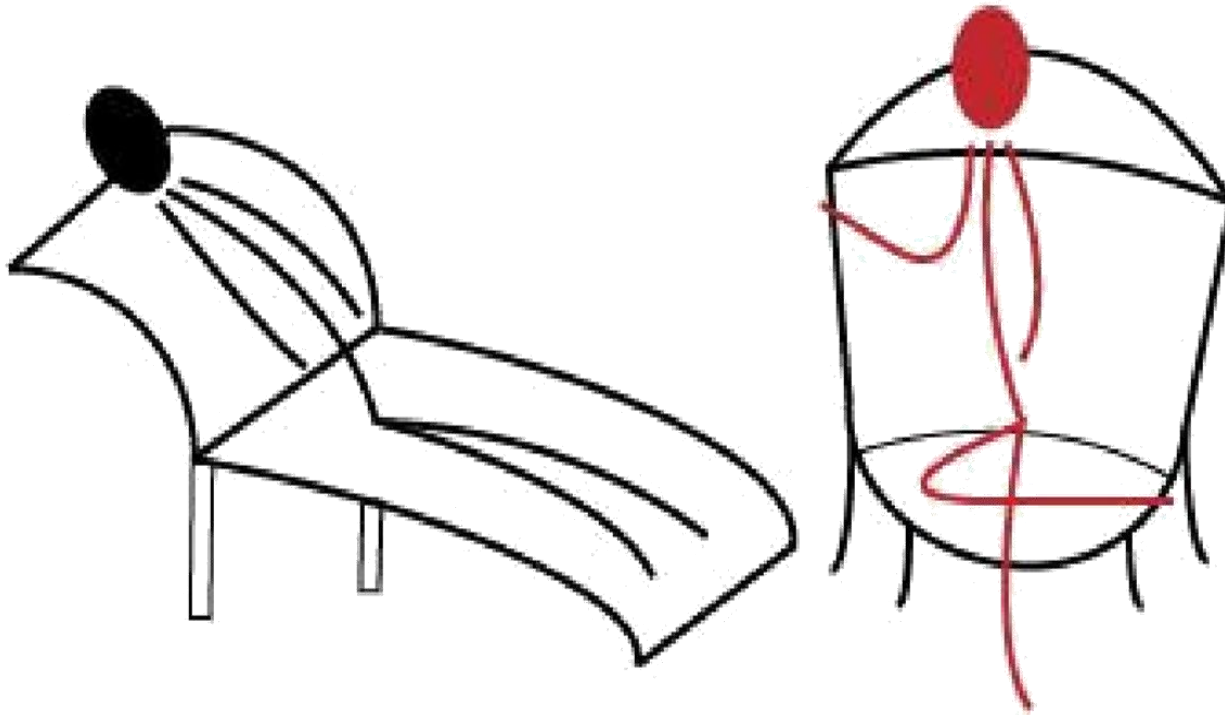
A very handy tool – picture what you would say if given only the time it takes to ride in an elevator with someone... Your background; why you want the role; why you'd be great at it.

Be passionate



Be passionate when selling yourself in interviews. If you can't get excited about your fit for the role, how can they?

Be a good listener



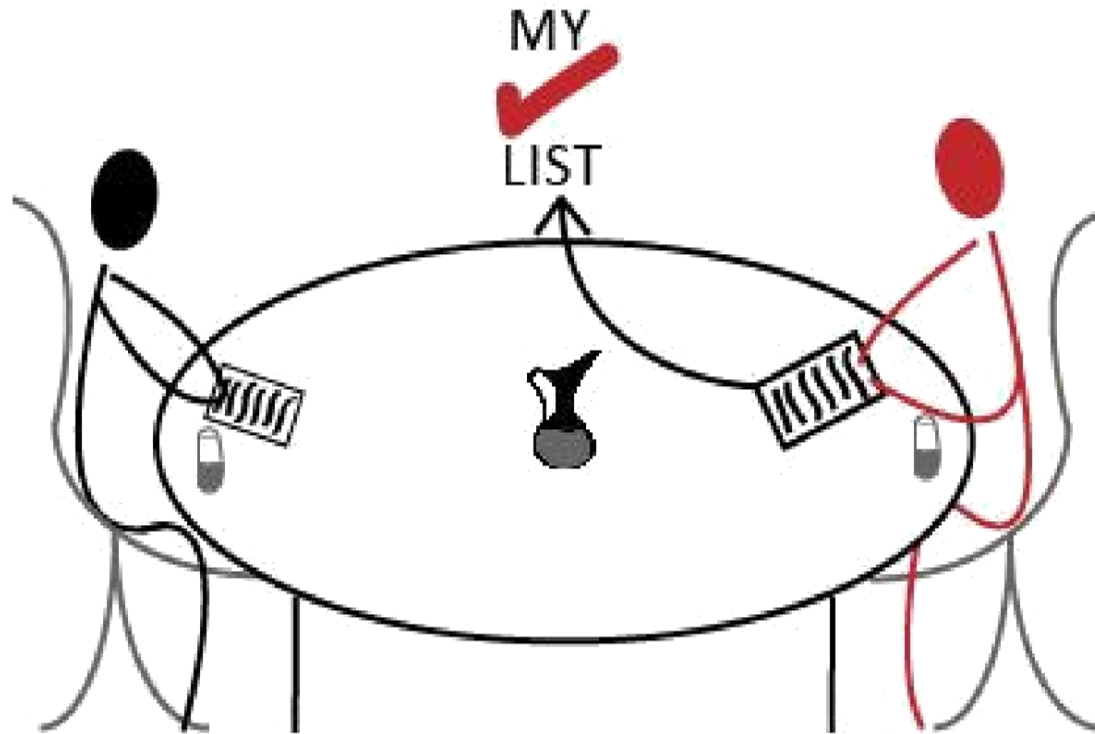
Show that you're listening attentively: nod, lean towards the interviewer & display a genuine interest in what they are saying

Prepare 2-3 questions in advance



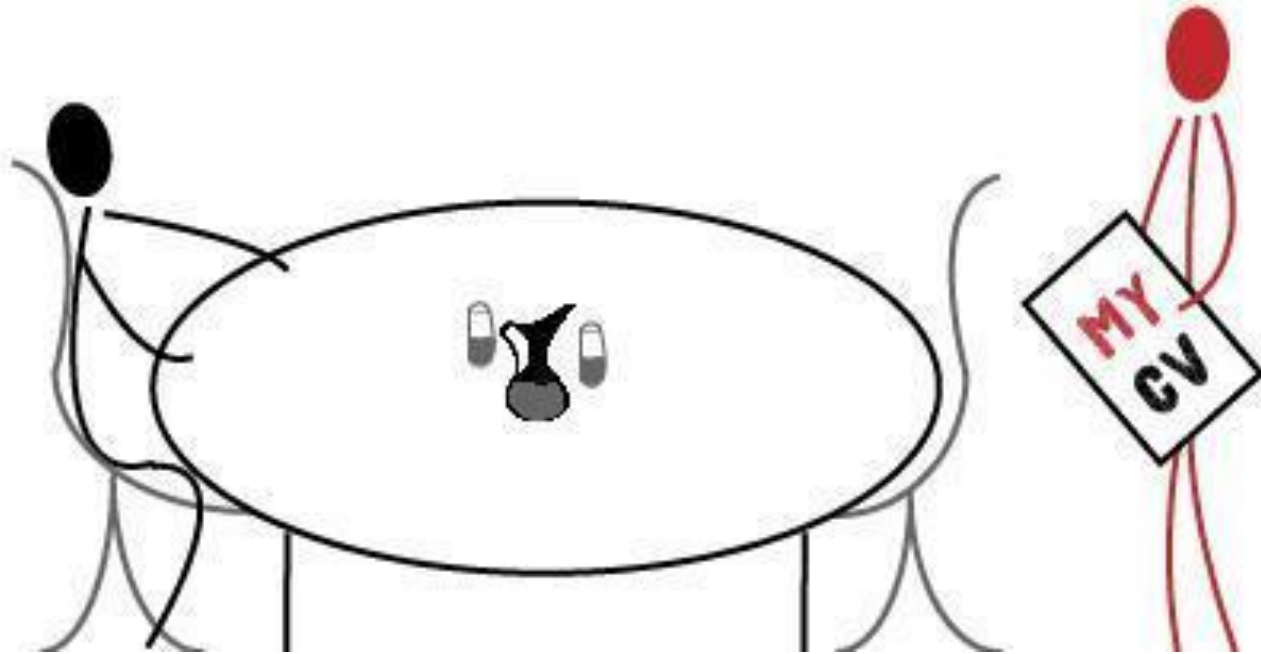
Most interviews end with, “do you have any questions?” Don’t miss an opportunity to show you’ve got some intelligent questions

The importance of questions



Sharp, relevant questions will show you're interested, proactive and that you're making sure this is the right role for you

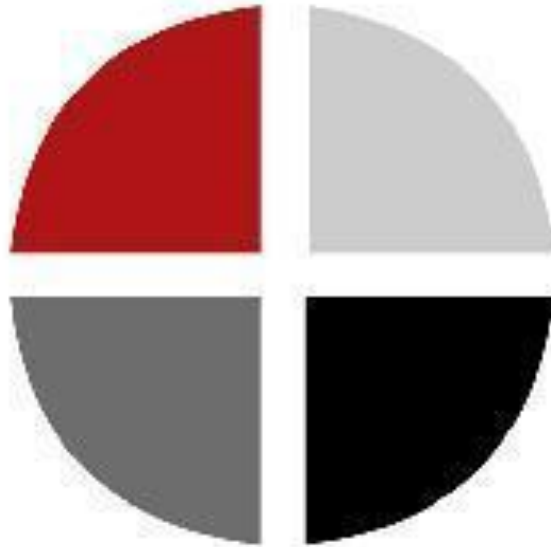
Know your own CV



Be familiar with your CV, your experience and achievements to date
and be prepared to answer any questions about these tips

Competency & Skill based answers

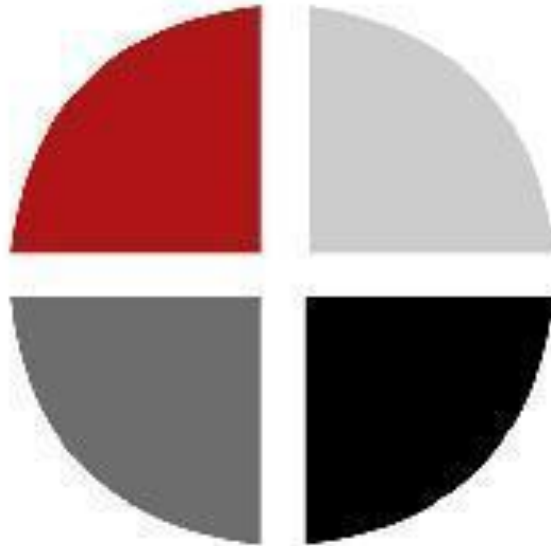
THE COMPLETE ANSWER



Let your answers illustrate your achievements, what skills these show, relevant experience & suitability for the role. Give evidence of past performance and achievements.

Competency & skill-based answers

THE COMPLETE ANSWER



Use past experiences and achievements to illustrate your skills and competencies. Explain how these show you would be excellent for the new role.

Buzz Words, but in balance



Use words and phrases like: Ability to Learn, Energy, Take Pride, Target Driven, Passionate, Responsibility, Resilient, Achievements

The “STAR” approach to answering



When answering with an example from past experience, explain the situation, what task was involved, what you did and the result.

The structure of most interviews



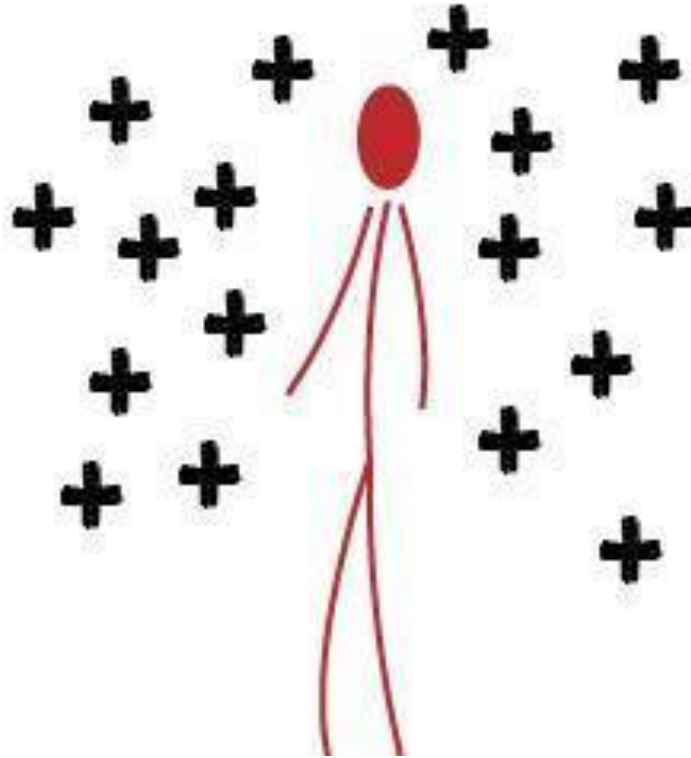
Your introduction. Their introduction. Rapport Building. Question and Answering. Objection Handling. Qualify the role.

Stay Positive!



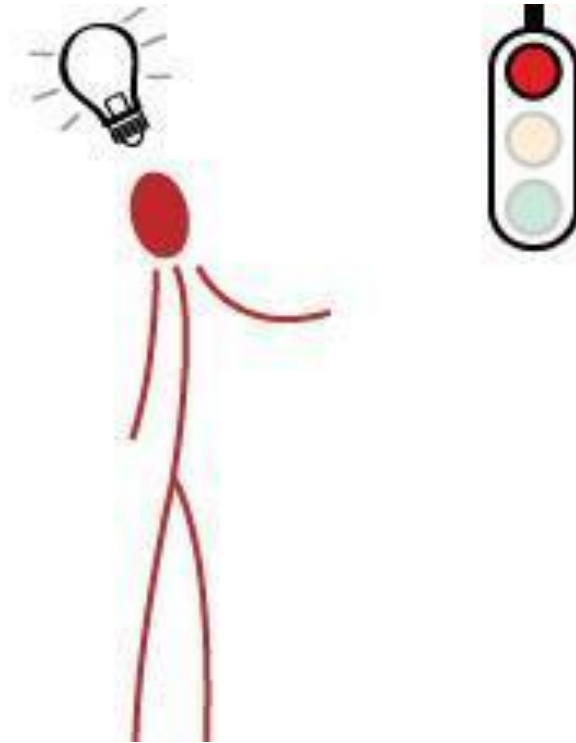
You'll be asked why you're leaving your current role so be prepared & remain complimentary about your previous employer.

Keep Staying Positive



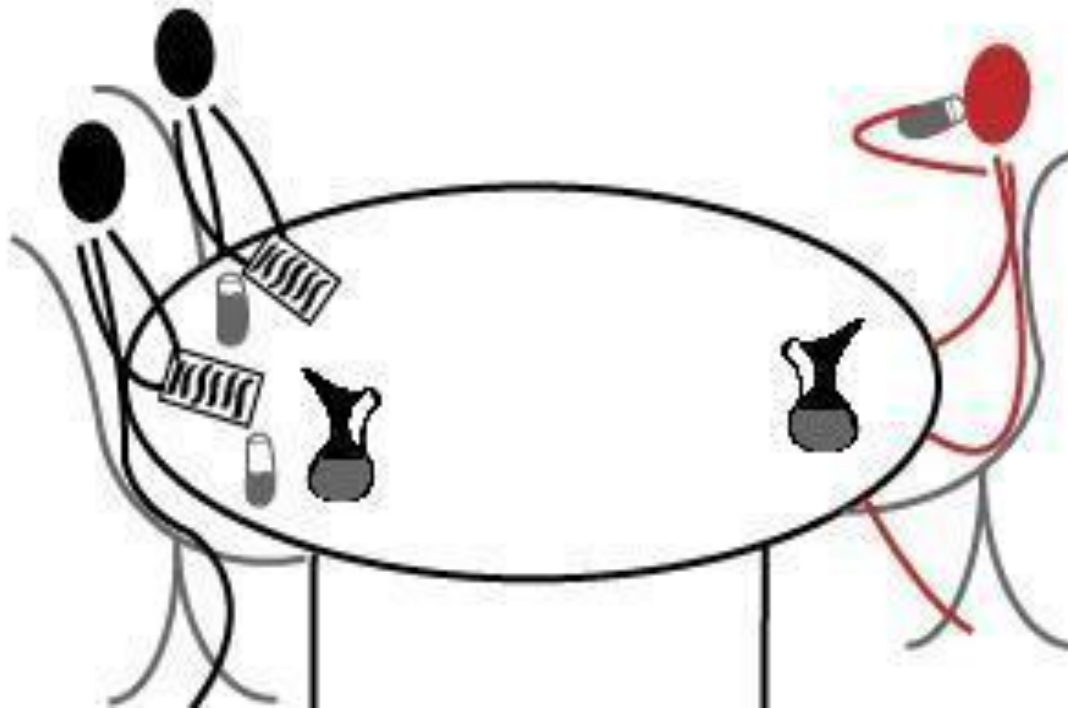
If you don't get a position, make mistakes or don't 'click' with the interviewer, don't worry it happens, move on.

Think before you answer. Don't rush.



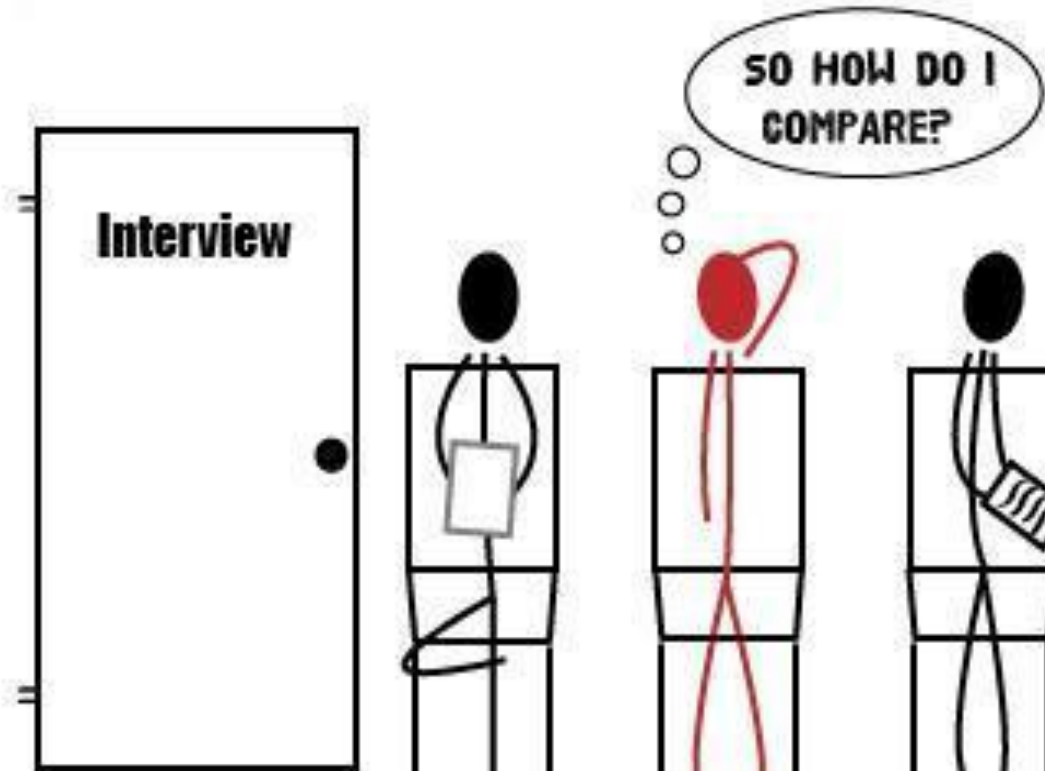
Listen to a question. Pause for a few seconds to think, then answer.
Your answers are 100 times better when you do this!

Take a sip to take a pause



In interviews you'll talk a lot, and if nerves creep in, your mouth might get dry, so ask for water at the start. It's a great way to give yourself a pause if you are getting nervous.

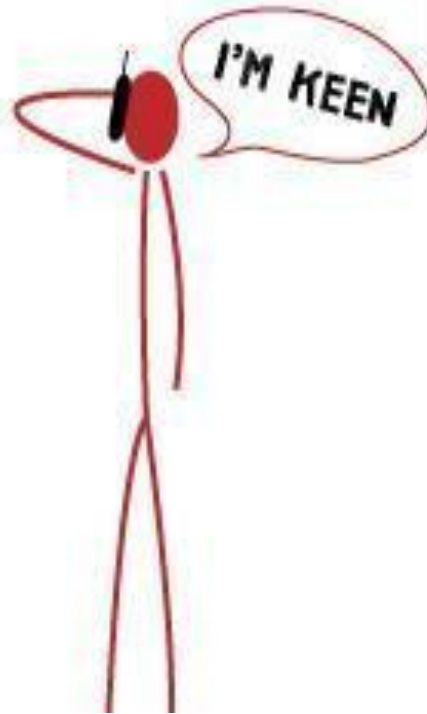
How to end an interview



After asking your questions, declare your interest for the role and ask what the next steps will be.

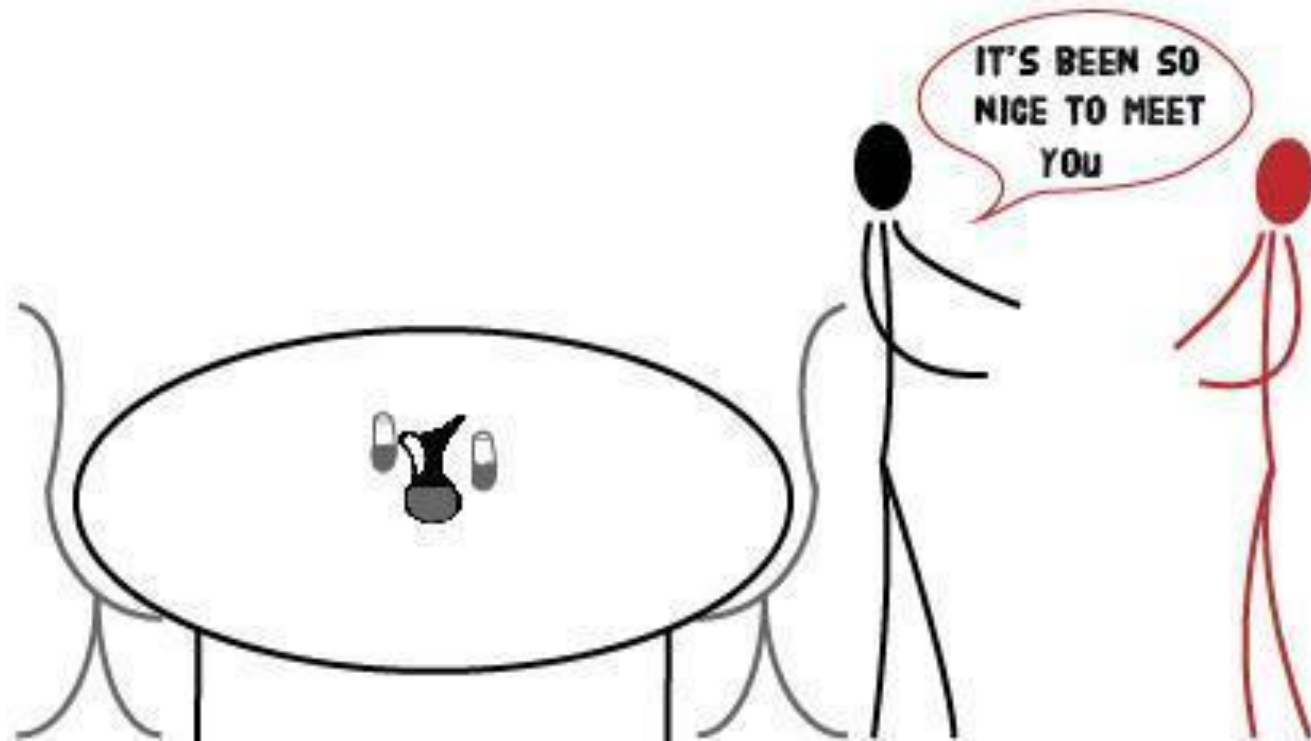
Show an active interest in the role

NEXT DAY.....



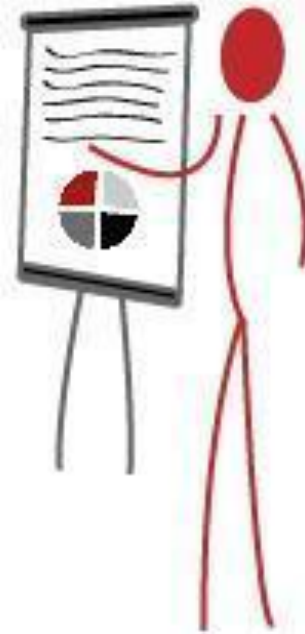
Follow up within a few days to ask any further questions and reiterate your interest in the role.

Build rapport. It's essential.



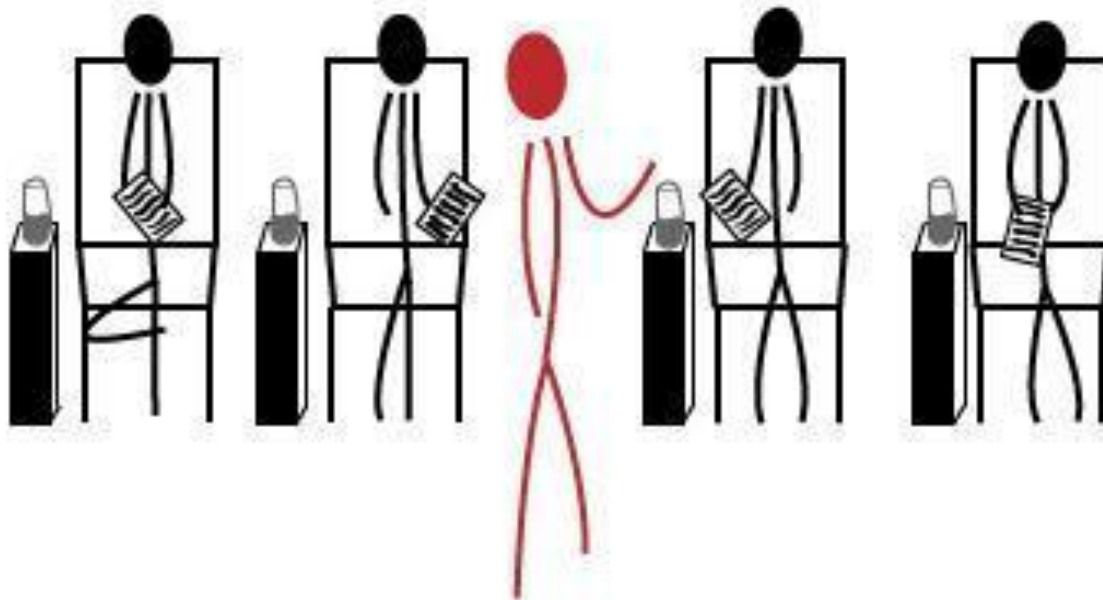
Attempt to build rapport with the interviewer; tell them your background and ask about theirs. Don't give your life story though!

Tops tips for presentations in interviews



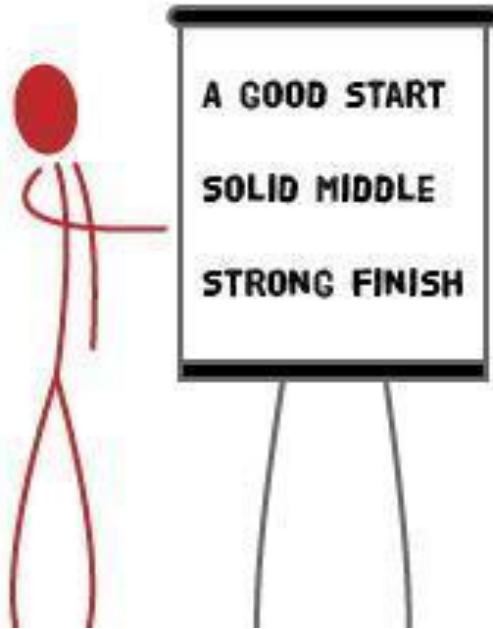
Follow the brief (ask questions before if you have them); Speak clearly & confidently; don't just read off slides; have printouts; engage with the audience; manage your time!

Presenting a business task at interviews



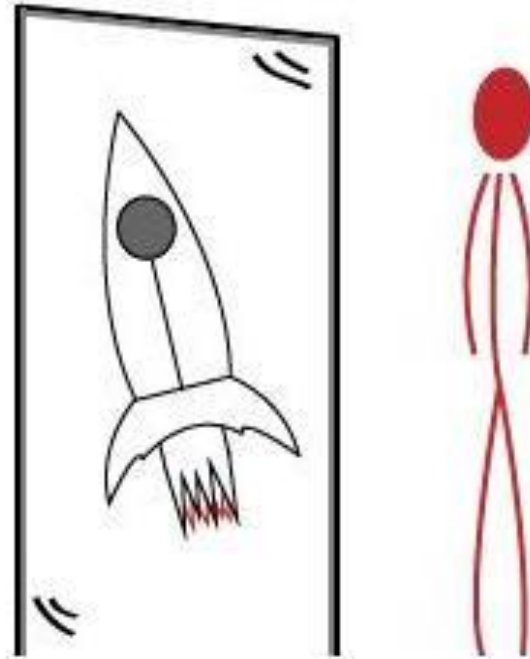
Break Into these sections: Intro & Concept, Sales & Marketing, Financials, close “The Deal”

The structure for presentations at interviews



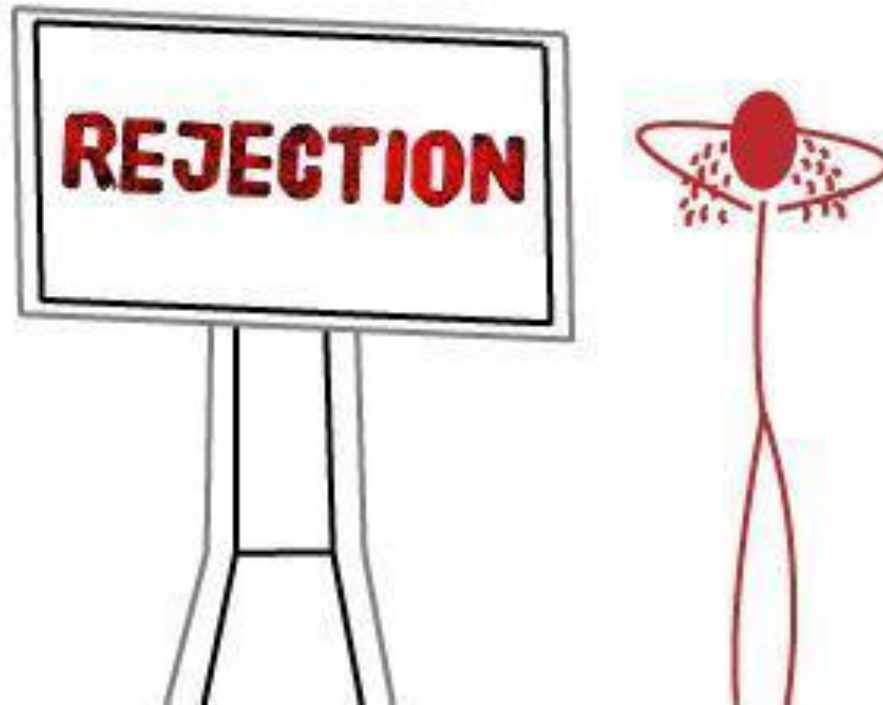
Start: Introduction of yourself & Agenda. Middle: Substance, your case, details & facts. End: Conclude, allow questions & summarise

You won't be discussing rocket science (unless you are a scientist)



The interviewer will ask questions about you! Open up and be prepared to talk about yourself. It's a subject you know well!

“Bouncebackability”



You won't get every role you go for, those that can pick themselves up and learn from their mistakes go on to succeed

Interview “Match Report”



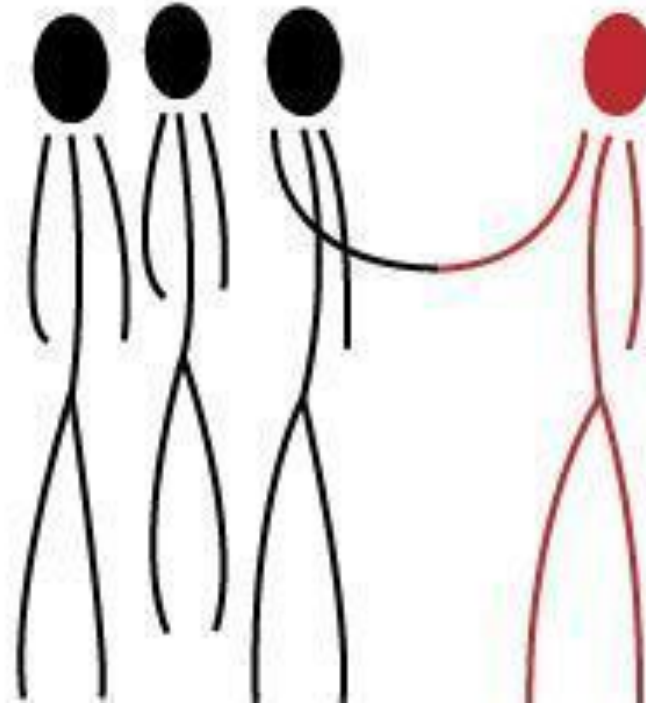
Always do a “Match Report”: follow each interview with writing notes on what works and what doesn’t, no matter the outcome.

Handling a job offer



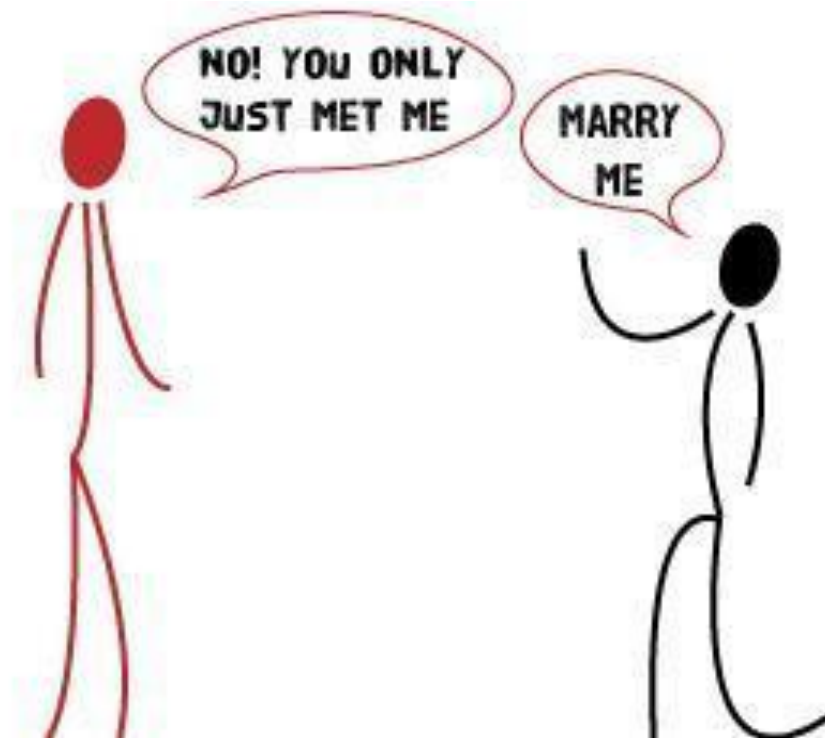
If offered the position you want, accept! If you want to think about it set a definite date when you can give an answer.

Meeting the team – often a good sign!



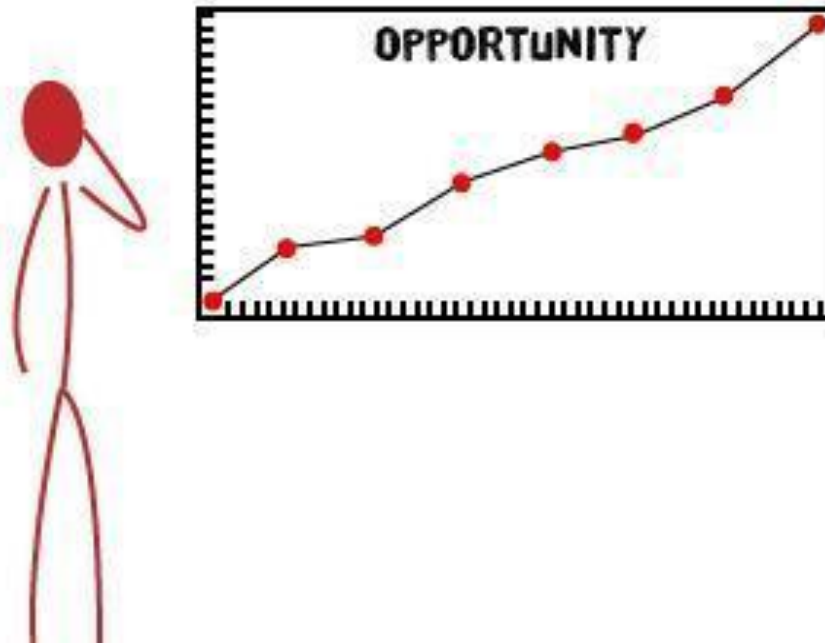
If at the end of the interview they bring you around to meet others in the office it could be a rapport building test, chat with them ask about their job and what they do.

One stage interview? Be cautious...



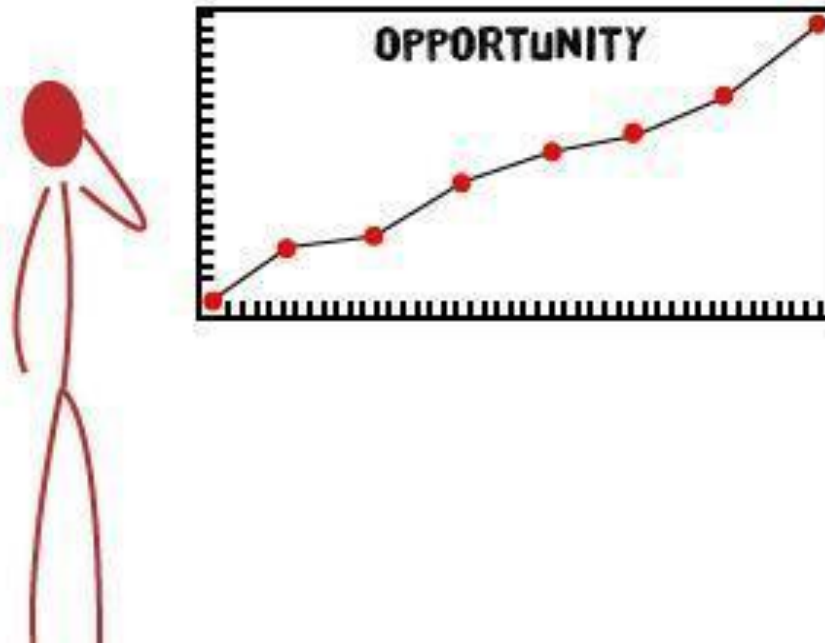
Depending on the role, a one-stage interview might seem a bit quick to make a decision – for both you and the employer. Don't rush into a decision. Think about it for a day or two and ask questions!

Compare on opportunity, not just money



Weigh up everything: Salary, Cost of living, Commute, Social scene, and most importantly: Do you like the role? Will it help progress your career in the direction you want?

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Good Luck!!

