

Feedback, Live Sessions Day 2

<https://www.surveymonkey.com/r/PDPonlineday2>



Professional Development Program

Term 2 2020



UNSW
SYDNEY

Student Academic
& Career Success

Mock interviews

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1:30pm

Surname: A-L

2:30pm

Surname: M-Z



Interview Questions Types

Remember the three common questions:

1. Opening Questions

1. Behavioural Questions

2. Situational Questions



Standard/Opening questions

These questions

- Invite you to talk about yourself
- Often open the interview

How to respond to them

- Keep your answer **relevant** to the position
- Highlight experience, qualifications, skills and achievements

Example

- Tell me about yourself?
- What attracted you to apply to our organisation?

Behavioural questions



How to identify them

- Tell us about a time when.....
- Describe a time when

How to respond to them

- Use a past example to demonstrate a 'behaviour' or skill
- Use the STAR technique
- Make it detailed and specific

Example

- Please give me an example where you used your communication skills?
- Can you tell me about a time when you acted professionally in a difficult situation?

Situational questions

How to identify them

What would you do if ...

Recently we have faced this problem...

How to respond to them

Give the what and the why

Show logical thinking and problem solving

Show an ability to consider all aspects of the issue



Example

- How would you handle a difficult customer if your boss was away?

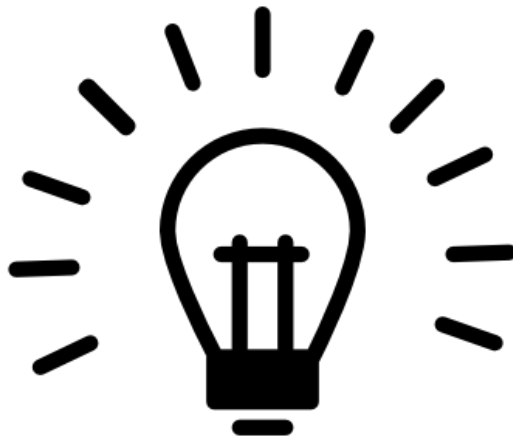
Mock interview - Tips

Candidate

- Treat this as a real interview (no reading from notes)
- Remember to act professionally, maintain good posture, speak clearly and highlight your achievements

Interviewer

- Listen to the responses and take notes of the key points
- Mark each response AFTER listening to the whole answer
- Share positive and constructive feedback after each response.



Mock interview - activity instructions



1. You will be allocated into groups of 5-6 people with one facilitator in each group
2. Facilitator provides some sample answers to start the session
3. Facilitator chooses one student (interviewee) to answer one question
4. After the student answers the question facilitator chooses another student (interviewer) to share his/her feedback
5. Facilitator provides his/her feedback
6. Repeat steps 2-5, until all students have played both roles and all three types of interview questions have been covered
7. Question time for students
8. Finish Breakout Groups and students to join Day 3 Wrap Up Session at 3:30pm



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- Nerves
- Articulating your responses
- Prepare your stories
- Know your key contributions



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Day 2: Tuesday 19 May		Day 3: Wednesday 20 May	
Workplace Communication		Networking and Alumni Panel	
Live session 10am–10:15am	Introduction / Video Interview Explanation	Live session 10am–10:15am	Introduction
Live session 10:15am-11:15am	Business Writing	Live session 10:15am-11:15am	Small Talk and Business Etiquette
Pre-recorded online lecture	Customer Service and Telephone Skills	Pre-recorded online lecture	Networking
Live session 1:30pm-3:30pm	Mock Interviews	Live session 1:30pm-3:30pm	Alumni Panel / Networking Event
Live session 3:30pm-3:45pm	Day 2 Wrap Up	Live session 3:30pm-3:45pm	Day 3 Wrap Up



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