**Open Ended Questions:**

1. **Can you please tell us a little bit about yourself?** (Hint: Interests, Academics, Experience, Skills)
2. **What is your proudest achievement?** (Hint: Ideally it is something that includes skills or experience relevant to the job)
3. **What motivates you?** (Hint: Use an example to strengthen your answer)
4. **What extra-curricular activities have you been involved in during your studies?** (Hint: Extracurricular activities include clubs and societies, volunteer or paid work, sport or cultural activities)
5. **Where do you see yourself in five years’ time?** (Hint: Be positive and be general, rather than too specific)

**Feedback for Question (circle one) 1, 2, 3, 4, 5**

|  |  |  |
| --- | --- | --- |
| **Response Notes** | | |
|  | | |
| **Answer** | **Yes** | **Could benefit from improvement** |
| **Easy to understand** |  |  |
| **Relevant/Appropriate** |  |  |
| **Positive** |  |  |
| **Included enough detail** |  |  |
| **Sounded natural (not overly rehearsed)** |  |  |
| **Evaluation of overall response** | **Yes** | **Could benefit from improvement** |
| **Maintained good eye contact** |  |  |
| **Good posture** |  |  |
| **Enthusiastic/good energy** |  |  |
| **Easy to hear/good volume** |  |  |
| **Appropriate length (approximately 2-3 minutes)** |  |  |
| **Areas to focus on for improvement**   1. **2.** | | |
| **Strengths:**   1. **2.** | | |

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|  |  |  |
| --- | --- | --- |
| **Response Notes** | | |
|  | | |
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| **Easy to understand** |  |  |
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| **Areas to focus on for improvement**   1. **2.** | | |
| **Strengths:**   1. **2.** | | |

**Behavioural Questions:**

1. **Give me an example of when your attention to detail was effective?**
2. **Tell me about at time you managed an unhappy customer?**
3. **Describe a time when you demonstrated leadership skills?**
4. **Can you describe a time when you worked effectively as part of a team?**
5. **Describe a complex problem you have solved.**

**Feedback for Question (circle one) 1, 2, 3, 4, 5**

|  |  |  |
| --- | --- | --- |
| **STAR Response:** | | |
| **Situation** | | |
| **Task** | | |
| **Actions Taken**  (What did you do and how did you did you do it)? | | |
| **Result** | | |
| **Evaluation of STAR:** | **Yes** | **Could benefit from improvement** |
| **All components for STAR were included** |  |  |
| **Recent and relevant to the skill** |  |  |
| **Provided specific/quantitative support if applicable** |  |  |
| **Effective/positiveresult** |  |  |
| **Sounded natural (not overly rehearsed)** |  |  |
| **Interesting and believable** |  |  |
| **Maintained good eye contact** | **Yes** | **Could benefit from improvement** |
| **Good posture** |  |  |
| **Enthusiastic/good energy** |  |  |
| **Easy to hear/good volume** |  |  |
| **Appropriate length (approximately 2-3 minutes)** |  |  |
| **Areas to focus on for improvement**   1. **2.** | | |
| **Strengths:**   1. **2.** | | |

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**Feedback for Question (circle one) 1, 2, 3, 4, 5**

|  |  |  |
| --- | --- | --- |
| **STAR Response:** | | |
| **Situation** | | |
| **Task** | | |
| **Actions Taken**  (What did you do and how did you did you do it)? | | |
| **Result** | | |
| **Evaluation of STAR:** | **Yes** | **Could benefit from improvement** |
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| **Strengths:**   1. **2.** | | |

**Situational Questions:**

1. **What would you do if your manager made a mistake in a meeting?** (Hint: Consider how important the mistake was and the impact of pointing out the mistake in front of others)
2. **Imagine you are working at a front desk of a UNSW Faculty, Centre or Unit. What would you do if you receive an enquiry to which you don’t know the answer?** (Hint: What would you do and why, explain your thought process).
3. **What would you do if you were working on one task and your supervisor gives you another task due at the same time?** (Hint, think about HOW you prioritise things and manage your time).
4. **What would you do if a report you sent to your supervisor was found to have errors?** (Hint: remain positive and think about how this can be solved)

**Feedback for Question (circle one) 1, 2, 3, 4,**

|  |  |  |
| --- | --- | --- |
| **Response Notes** | | |
|  | | |
| **Answer** | **Yes** | **Could benefit from improvement** |
| **Confident answer/decision** |  |  |
| **Provided logical well thought out steps** |  |  |
| **Explained why they would take that action** |  |  |
| **Provided example of previous experience** |  |  |
| **Evaluation of overall response** | **Yes** | **Could benefit from improvement** |
| **Maintained good eye contact** |  |  |
| **Good posture** |  |  |
| **Enthusiastic/good energy** |  |  |
| **Easy to hear/good volume** |  |  |
| **Appropriate length (approximately 2-3 minutes)** |  |  |
| **Areas to focus on for improvement**   1. **2.** | | |
| **Strengths:**   1. **2.** | | |

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|  |  |  |
| --- | --- | --- |
| **Response Notes** | | |
|  | | |
| **Answer** | **Yes** | **Could benefit from improvement** |
| **Confident answer/decision** |  |  |
| **Provided logical well thought out steps** |  |  |
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