



## LESSON 2. Handouts

### Preparation for an Interview

# Interview Essentials

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Watch the corresponding training video and then open an online document or use a physical notebook to complete any exercises below. Or you can input your responses directly into the PDF.



# Course Outline.

## 1. Introduction & Objectives

## 2. Preparation for an Interview

### 2.1. Researching for an Interview

## 3. Interview Confidence

### 3.1. Calming Nerves on the day

## 4. Mindset Shift: Don't 'Show Off', Demonstrate your Value

## 5. The Expert Approach

## 6. Types of Interview Questions

## 7. The Secret to Answering Any Interview Question

## 8. The STAR Interview Response Technique

8.1. STAR Framework Example 1: "Tell me about how you worked effectively under pressure."

8.2. STAR Framework Example 2: "Tell me about a time you showed initiative on the job."

## 9. When you don't have all the job requirements

9.1. How I personally addressed this in an interview.

## 10. Most Common Interview Questions

10.1. Tell me about yourself - Dos and Don'ts.

10.2. Tell me about yourself. Example 1

10.3. Tell me about yourself. Example 2

10.4. Tell me about yourself. Example 3

10.5. Tell me about yourself. Example for a fresh graduate.,

10.6. What is your greatest Weakness? Dos and Don'ts

10.7. What is your greatest Weakness? Example 1

10.8. What is your greatest Weakness? Example 1

10.9. What is your greatest Weakness? Example 3

10.10. What is your greatest Strength? Dos and Don'ts.

10.11. What is your greatest Strength? Example 1

10.12. Why should we hire you?

10.13. Why should we hire you? Example 1

10.14. Why should we hire you? Example 2

10.15. Why should we hire you? Example for a fresh graduate.

## 11. How to address gaps in your employment timeline?

11.1. How to address gaps in your employment timeline. Examples.

## 12. Questions to ask at the end of an interview

## 13. Negotiating a Starting Salary

13.1. How to dodge the "what's your current salary?" question.

13.2. Making the first offer

13.3. What to do if they come in with the first offer and low-ball

13.4. Give a salary range, but never a number

13.5. Go in with leverage

13.6. Don't accept right away - the 24 hour rule

13.7. Make silence your best friend

13.8. What to do if the final offer is too low

## 14. Following up after an interview

## 15. Closing & Good Luck



*If you fail to plan,  
then you plan to fail.*

## LESSON 2.0 Preparation for an Interview

### *Preparing for an Interview – Checklist*

Preparation is absolutely essential when it comes to interviews, whether you're a fresh graduate or a seasoned professional. It also helps you feel far more confident about the process.

Here's a checklist of things to keep in mind to make sure you're across the practicalities and don't leave anything to last minute. Feel free to print it out to help keep you prepared in the lead-up to interview day.

- ☐ **Interview Location.** Do you know where the interview is going to be held? Do you know how to get there and how long it will take? If a physical location, try to visit the location in case there are roadworks that impact your journey. On interview day, aim to arrive at least 15 minutes early in case of any delays.
- ☐ **Interview Attire.** What are you wearing for the interview? Make sure you've tried it on beforehand so you know it still fits and have it ready to go so you don't have any issues on interview day.
- ☐ **Review your Application.** Spend time reviewing your application so it's fresh in your mind. Look at each of your previous experiences, skills, how you added value to the company, any gaps you might have and anything else relevant.
- ☐ **Review the Job Description.** Spend time reviewing the job description and what's required, specifically focusing on how your skills and experience aligns with the job you're applying for. Importantly, if there are skills you don't have, think about how you could address the skill gap with any other experience or transferable skills you might have.
- ☐ **Think about Possible Questions.** Based on your CV, resume and cover letter, think about any possibly questions the interviewer could ask. Is there a gap in your resume? Do you have any standout experience that may raise curiosity? Think about these beforehand.
- ☐ **Do your Research.** Have you done research on the organization and what it does? Do you know about the services or products the organization delivers? Are you clear on how you can add value? This shows that you are genuinely interested in the role.
- ☐ **Find out about the Format (if possible).** If possible, find out about the format of the interview, it's duration and who will be present for the interview.
- ☐ **Take a copy of your application, CV, resume and Job Description.** It's always recommended to take copies with you so you can refer to them during the interview. You might like to take notes on them prior to the interview to remind yourself of certain points you wish to raise.



### *Researching the Organisation:*

Prior to the interview, it's important that you've done your research into the organization, what it does, how it delivers value, and importantly, how you can add value to them.

You might be asked: "What do you know about our organization / company?"

It also helps you formulate some questions you could ask at the end of the interview.



**Here are some things you want to know through your research:**

- What services or products does the organization deals with?
- What are the organization's values and strategy? What is the 'mission statement'?
- How do you fit with the organisations values? What sort of culture does it have?
- Who are the organization's clients or customers?
- What is the organization's commitment to Corporate Social Responsibility (CSR)? Does it have any community involvement?
- Who are the organization's competitors in the market, and how does this organization stand out from the competition?
- Has the organization won any awards? If so, what for?
- Has the organization been featured in the news recently? If so, what for?

**Notes:**