

myambition

managing your career success

Job Interview Guide eBook



Get ready to take the stage...

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Introduction

myambition has created the Job Interview Guide eBook to support you in the preparation and success of a job interview. Regardless of whether you have never held a job before or whether you have enjoyed a comprehensive career this workbook will help improve your interview skills.

Every step is important

In today's competitive job market, you need every advantage you can get over your competition. A well-prepared and effective communicator during interview guarantees employers will notice you and call you back for more.

It's competitive out there

With constantly changing recruitment processes and technology you will need to be aware of the different ways you should prepare for interview.

Be aware of common expectations

With constantly changing recruitment processes and technology you will need to be aware of the different format, styles and ways you can distribute your resume once prepared. This workbook will detail how to prepare various types of resume including a paper resume, an email version and a website-upload version.

We're committed to provide you with a comprehensive guide to take you through the stages of preparing for interview, delivering on the day and taking to the stage for a 2nd interview.



QUICK TIP | GET INVOLVED, TAKE IT STEP BY STEP

To make the most out of this workbook, follow through all stages and take part in all activities. You'll be rewarded with a good feeling interview!

SECTION 1

Before the interview

In this section

Objective of the interview

Preparation & research

First impressions

What to expect

Common mistakes to avoid

Objective of the interview

An interview is a 2 way conversation. It is an opportunity for you to find out about the job, the company and those you will be working with. For the interviewer, it is an opportunity to ascertain:

- 1) **Can you do the job:** what is the level and proficiency of your knowledge skills and experience?
- 2) **Do you want to do the job:** do you have sufficient drive and motivation? Also does this move fit logically into your career plan?
- 3) **Will you fit into the team:** do you have the right values and style?

All of this needs to be established in a short timeframe, the first interview and then subsequent meetings which each last around one hour only.

Before each interview, think about how you can add value to this company. Each time you interview you need to be able to tailor your abilities to meet the specification of the role as set on the job description or advertisement, in effect, each application and each interview you have will have a slightly different objective.

SECTION 2

Common Interview Questions

In this section

Questions you will be asked
Discovering your weaknesses

A first round interview is the most competitive and demanding component of the selection process. To draw an analogy, it is performance time! Walking into a first round interview, you can safely assume the interviewer wants to find out more about you. At least half of the interview will be focused on your strengths, your technical capacity to perform in the role, your career ambitions and your weaknesses.

Questions you will be asked

Tell me about yourself?

This is usually used as an opening question and you do need to proceed with caution. Be concise but informative in your response. Depending on your career stage it should take 2-4 minutes and include the "highlights" (and lowlights) and be predominately focused on your professional career although include significant personal events and experiences if they have impacted on your career.



QUICK TIP | WHERE WOULD YOU LIKE ME TO START?

This will give you a good idea about what in particular the interviewer wants to find out about you and will narrow it down for you.

SECTION 3

Questions you should ask

In this section

About the job

About the organization

About the manager

About the process

As mentioned earlier, an interview is a two way conversation. It is essential that you prepare questions to ask the employer. This provides two benefits. Firstly, you get the information you need and secondly, if they are good questions asked in the right way, you create a good impression as someone who is thorough, analytical and professional. Delivery is as important as content. Sometimes you'll need to phrase the questions in a certain way or use humor to ensure that you don't project yourself as arrogant or hard faced.

About the job

Assuming that you have a job description and/or the interviewer has described the job in some detail you will want more information. Asking questions about the job and about the key areas and responsibilities of this job will be useful.

What are the reasons for why this job is available?

If it's an existing job why did the person move on? If it's a new job why has it been created? What you are seeking here is clarity, does the Interviewer/Manager really know the reasons for the job and are they logical? If it's a new role you need to be convinced that the rationale for creating the position is sound and that you are going to have the support and resources required to do the job properly. If the job is a replacement job why did the person move? It's a great sign if they were promoted to a

SECTION 4

Behavioral/Situational Questions

In this section

Selling your achievements

About behavioral/situational questions

Areas assessed through behavioral questions

Practice behavioral interview questions

Selling your achievements

This section is possibly the most critical of this eBook. Interviews commonly focus on your achievements; the concept being that prior performance is an indicator of future performance. You will hopefully have already noted some significant achievements and quantified these on your resume. Achievements provide a good starting point for the interviewer. It is great for you to answer questions about your achievements because it highlights your value and what you can bring to the organization.

The CAR technique assists you with answering behavioral/situational based questions. It will emphasize the "how" or the "action" you took to come to a particular result. The interviewer looks to establish your personal initiative and ownership over a particular achievement. Remember it's about you not the previous team you were in!

Examples of achievements may include:

- Increase in revenue of \$X or X%
- Development of a new product resulting in \$X or increase of % market share
- Automation or process improvement resulting in time saving of X
- Responsibility for a team of X size and training and development of these staff members

Practice Behavioral Questions



ACTIVITY | Sample Questions & Answers

Critical thinking

In what circumstances do you have to make proposals to customers or to your own manager? What do you do to prepare for making these proposals?

Sample Answer: My role as sales consultant requires me to make proposals regularly, almost on a daily basis. For each proposal I perform a one hour SWAT analysis and then solution to present. This results in a quick tailored solution for each of my customers forming the basis of our future negotiations.