

JOB INTERVIEW CONFIDENCE

SKILLS AND JOBS CENTRES

The current job market is rapidly changing and extremely competitive, so it is more important than ever to develop confidence in your job interview skills. The key to *Job Interview Confidence* is PREPARATION. Follow these simple steps when preparing for your next job interview:

ESTABLISH INTERVIEW TYPE: will it be 1:1 / Group / Panel / Video / Telephone?



RESEARCH & PREPARE: read job description – are you suitable? Research role & company



PRACTICE: ask friend / mentor / colleagues to ask you sample questions. Note body language



ATTEND: be organised & punctual, prepare all you will need in advance, dress professionally



RESPOND TO INTERVIEW QUESTIONS: Use the S.T.A.R technique



FOLLOW UP: Reflect. Evaluate your performance, send follow-up email, request feedback



Some Common Interview Questions

"Tell us about your background"

"In what ways are you qualified for this job?"

"How do you handle high-pressure situations?"

"How is your previous experience relevant?"

"What is your reason for applying?"

"What are your career goals?"

S

SITUATION



Introduce the situation to the employer and set the context

T

TASK



Describe the task you had to complete, including the expectations and challenges it would involve

A

ACTION



Explain what you did, and how you did it

R

RESULT



End with the results of your efforts including accomplishments, reward and impact

NEED HELP? Contact the Skills and Jobs Centre at sjc@vu.edu.au to speak with one of our Career Advisors, or visit www.skills-jobs-centres.com.au for more information