

TOOL
#4

SURVIVING JOB INTERVIEWS

SETTING UP FOR SUCCESS

Setting yourself up for success is primarily about being prepared well ahead of interview day so you can minimise stress on the day by reducing the number of decisions you have to make and tasks you have to do on the day.

If you make your measure of success about how well you prepared, not about whether you get the job or not, success is completely in your control.

Here's a few things to help you prepare:

- Work out what you're going to wear as soon as you find out you have an interview, just in case you need to shop for something. Make sure everything's clean, ironed etc and that you feel comfortable in it. Plan accessories, make up, hair style.
- Plan your transport and route. Leave enough time for a flat tyre/cancelled bus. Make sure you have enough fuel/public transport credit so that you don't need to purchase either on the day.
- Research the organisation and reflect on how their values fit your own values and how your work/life experience can demonstrate this fit.
- Study the position description and think of the kind of questions you will get asked. Remember these days most interviews use behavioural questioning, i.e. "Tell us about a time when you..." so think about the skills you'll need (especially the non-technical skills like team work, communication, prioritising, decision making, rapport building, influencing others etc) and recall times when you demonstrated these skills. It's good to have a collection of stories up your sleeve (*metaphorically*).
- Find a friend to do a practice interview with you. Give them the list of questions and role play the interview a few times. It sounds daggy but it's amazingly effective.
- Work out a couple of good questions to ask the interviewers.
- Plan your post-interview celebration and do it, no matter how the interview goes.
- Get a good sleep the previous night, or even the previous three nights if you can.
- Set multiple alarms if you're at risk of sleeping through them.