

# Preparing for an Interview



Face to face interviews represent a reasonable commitment for both parties. Not just in terms of time but also in energy. Every time we meet a candidate in an interview, we are hoping that they will be the perfect person to join our team. We know that the candidate will be feeling the same – firstly that this is a good position for them and secondly that we will want them to join us.

It is important that you make the most of this time. Here are some tips for interview preparation:

<b>Be clear on our expectations</b>	<p>So far you will have seen our ad, a position description and most likely the questions asked in the online interview. These are your best guide to what we're looking for in the position.</p> <p>We sometimes find that candidates try to make our role into what they want to do or what they have done before. They look past our <u>real</u> expectations. Please read the PD and the ad carefully and consider the following:</p> <ul style="list-style-type: none"><li>• Are you really clear on our expectations? One way of assessing this would be to ask what a typical day or week would look like.</li><li>• Have we used any terminology that you don't understand? If so, make a note to check this in the interview.</li><li>• Be clear on which aspects you have experience in and which might be a stretch. Be ready to discuss how you might tackle the more challenging aspects.</li></ul> <p>Also keep in mind that we may ask you what interests you about the position, so be ready to put into your own words what you think it entails. That will help both parties to be sure they have the same understanding.</p> <p>Being able to paraphrase rather than quoting word for word also helps when describing what appeals to you about the organisation. Talk as if you are describing the company to a friend. Just don't quote our website stats to us!</p>
<b>Ensure depth in your history</b>	<p>Most likely you have already completed an online interview and you are facing at least two face to face interviews in the recruitment process (even more for senior roles!). It helps if you can provide some different examples throughout the interview process to add a bit more depth and flavour to your working history.</p> <p>Look through your own resume and try to recall some of your key experience or projects. Some of your roles may feel like ancient history! By reading through the roles and thinking about who you worked with, you may find it easier to recall some more detail. This should help you to quickly recall these examples during an interview.</p> <p>That said; only use those additional examples if they are good examples that illustrate your skills to the same degree.</p>
<b>We're talking about <u>you</u></b>	<p>The principle of behavioural interviewing is that we need to be clear on what <u>you</u> have done. Many people naturally say "we" rather than "I" and it can be a very difficult habit to break. If this is your habit, in your preparation it may help to practice talking out loud (in the shower or to a mirror), making a point of relating everything from your point of view.</p> <p>If you can't break the "we" habit, then try to follow up with a statement saying "my part of this was to..."</p>
<b>Final consideration</b>	<p>If a job really doesn't feel right for you, then don't pursue it. The time and energy spent in interviews doesn't compare to that spent in the actual role. If it's not right, you are potentially setting yourself up for a struggle.</p>