

How to succeed in your next job interview.

Topic 2 - 24 Mar 2021

Virtual interviews

- Check your tech in advance!
- Record details given to you on the phone.
- Dress professionally, check your background, position your camera at eye height & light from in front.

Challenging questions

- Prepare for behavioural based questions. How would you handle a scenario?
- Use the STAR method. Situation, Task, Action, Result
- Prepare to ask a question at the interview. For example: Can you see any gaps in my experience I could help explain?

Tell me about yourself...

- Have your elevator pitch prepared with brief background. Don't ramble or talk too fast.
- Explain why you're interested in the role and how your values align with company values.
- Add something interesting to be remembered. eg. unusual hobby/sport.

How does shortlisting and candidate scoring work?

- Stage 1 - desktop review - stage of career, past roles. Ensure you tailor your resume to the role, make sure time frames match LinkedIn profile.
- Stage 2 - phone screen. Be prepared for a call. Know what you've applied for; setup a voicemail, be enthusiastic and flexible.
- Stage 3 - Face to face.

Preparing for phone screen calls

- Always answer the phone professionally, set up voicemail.
- If it's not a good time to talk, arrange to call them back.
- Make sure your tone is enthusiastic and engaged.
- Never bad mouth an employer.
- Keep a copy of the jobs you apply for & refer to the criteria mentioned.

How can you stand out?

- Ensure your resume and LinkedIn match up.
- Research the company. Try to incorporate this into an answer to show your interest.
- Get recommendations from peers and former managers. Add these to LinkedIn.
- Be flexible and timely - no ghosting of recruiters. You may be suitable for another job they have.

Do's and Don'ts of interviews

- Don't be late, plan your journey!
- Never talk negatively about a company or boss.
- Try to relax - don't talk over the interviewer or blurt out your life story.
- Do your research - company, interviewer, other QUT alumni.
- Keep it conversational
- Prepare a question to ask.
- SMILE!

Etiquette for job offers

- Establish clear communication with external recruiters about your situation.
- Bide some time by saying "Can I let you know by..."
- Sound out "What is the likelihood of me getting an offer for this role..."