

TARGET



TALENT



FRONTIER
PEOPLE



JOB INTERVIEW
Candidate Guide

EASY
GUIDE

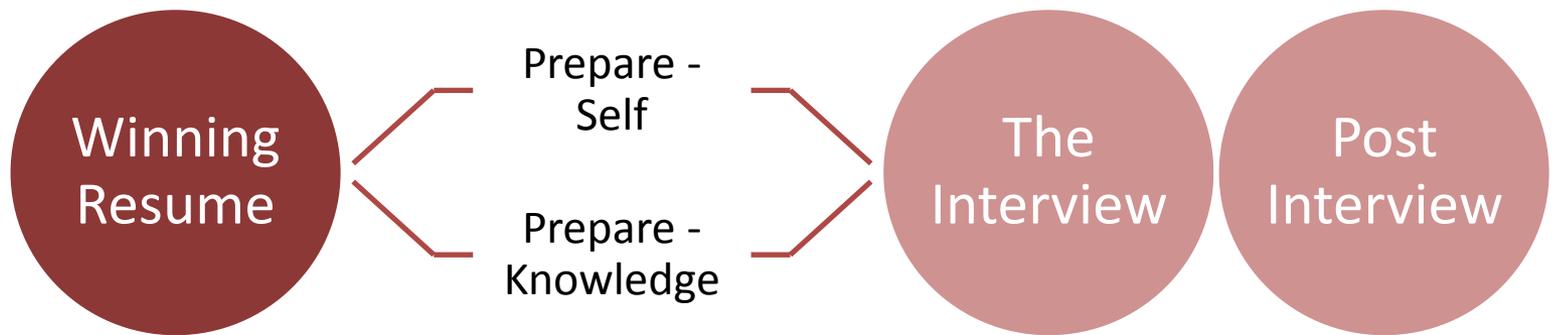


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The job interview could have a dramatic effect on winning jobs and achieving your career ambition and its important you perform at your best despite any nervousness.

This e-Guide aims to provide you with some hints and tips about interviews so that you can be at your best.



PREPARATION is the essential first step toward a successful interview.



ON THE BIG DAY

Interviewers are continually amazed at the number of applicants who come to interviews without any apparent preparation and only the vaguest idea of what they are going to say.

It is important to know the exact place and time of the interview, the interviewer's full name (correct pronunciation), and their title.

Dress conservatively and preferably in darker colours, and pay attention to all facets of your personal presentation - dress and grooming.

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KNOW THE COMPANY

Find out specific facts about the company – the location of its offices, plants or stores, products and services, growth, awards and purpose. The internet and company website is a great place for your research including:

- LinkedIn and other social media platforms
- The annual or strategic plan
- Employer of Choice statement
- 'About us'

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REMEMBER YOUR RECENT WORK HISTORY

Refresh your memory on the purpose, facts and figures of your present and former employers.

You will be expected to know a great deal about a company for which you have previously worked.

The interviewer will ask you about what you have done and are looking for you to demonstrate the claims in your application.

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BE PREPARED TO ANSWER QUESTIONS

There will be questions at your interview and you need solid answers.

Following are examples of questions to get you started thinking about:

- You
- The Job, and
- Your Experience

HINT

Practise answering questions with a friend if possible.

You may be asked questions about previous and desired salary or total package.

You should refer these questions to your Frontier People consultant as they have the expertise in salary discussion and negotiation on your behalf.

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ABOUT THE JOB

- What attracted you to this job and our company?
- What is your ideal job?
- What do you really want from your next career move?
- Why would you like to work for our organisation?
- What interests you about our products/services?
- Are you willing to travel or relocate?

YOUR EXPERIENCE

- You mention <task/activity> in your CV, can you describe what you actually did and the result you achieved?
- What does teamwork mean to you? How do you help your team?
- Describe a planning process, your role in it, and whether the plan was met. Provide details of what went wrong and how you overcame them.
- Give an example of your toughest challenge in a work situation and how you dealt with it? What was the result? With hindsight, what would have done differently?

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ABOUT YOU

- What do you want to be doing in your career five years from now? Why?
- What style of management gets the best from you?
- Do you have a referee? What would they say about you?
- What have you done that shows initiative at work?
- What are your major strengths and weaknesses? What are you doing about your weaknesses?

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WATCH OUT FOR ANY NEGATIVES

During the interview, the employer will be evaluating your positive (strengths) and negative (weaknesses) attributes. Review these potential negative factors and do your best to eliminate them.

PERSONAL PRESENTATION

Limp handshake

Poor personal appearance

Update your LinkedIn – does it present you as a professional?

PROFESSIONALISM

Inability to express thoughts clearly or poor grammar.

Lack of tact, maturity, courtesy - condemnation of past employers.

Undervalues experience.

Failure to ask questions about the job or company.

PREPAREDNESS

Planning– no purpose or goals.

Confidence – nervousness.

Interview preparation – failure to get information about the company.

Evasive – makes excuses for poor work experience.

INTERVIEW ATTITUDE

Overbearing, aggressive, conceited, superiority complex, a know-it-all.

Lack of interest and enthusiasm – passive and indifferent.

Over-emphasis on money – interested only in remuneration.

Persistent attitude of “What can you do for me?”.

Failure to look interviewer in the eye.

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PREPARE YOUR QUESTIONS

Prepare the questions you will ask during the interview.

Remember that an interview is a two-way street. The employer will use questioning to determine if you have the skills needed to do the job.

You may have questions about the company giving you an opportunity for a satisfying or challenging job, personal growth or the professional development. Remain respectful and avoid arrogance when putting your questions to the panel.

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SOME EXAMPLES OF QUESTIONS YOU CAN ASK

- Where do we go from here?
- Why is the position available?
- What is the culture of company?
- What are the company growth plans?
- What are the best-selling products or services?
- What is the anticipated induction and training program?
- Are there advanced training programs available for those who demonstrate outstanding ability?

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TIME TO SHINE

Keep in mind that your CV won you the interview and the employer and Frontier People think you are good candidate for the job.

Interviewer's aren't there to trip you up or embarrass you, they are looking for the best fit to for the job.

The interview is all about you, your skills and experience and how these will contribute to the position and the company.

DO

Know you are well prepared and can be confident with your answers.

Plan to arrive on time or a few minutes early.

Greet the interviewer by their name, use the correct pronunciation, smile and make eye contact. Shake hands firmly.

Sit upright and look alert and interested at all times. Be a good listener as well as a good talker.

Follow the interviewer's leads and try to get the interviewer to describe the position so that you can relate your background and skills to the position and the perceptions of the interviewer.

Always conduct yourself as if you really want to get the job. Never close the door on an opportunity.

Make sure that your good points get across to the interviewers in a factual, sincere and honest manner.

GREAT PREPARATION gives you best chance of success at interview.



TIME TO SHINE

Candidates are generally rated on their experience, strengths, potential weak points, learning, qualifications, skills and thinking qualities.

Interviewers may look at your attitude, aptitudes stability, motivation and maturity.

AVOID

Answer questions with a “yes” or “no”.

Inform the interviewer of things about yourself which do not relate to the position.

Lie or exaggerate.

Answer questions truthfully, frankly.

Make derogatory remarks about your employers.

Over-answer questions.

Keep to the question and avoid conversation into non-job related matters such as politics.

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IT'S A WRAP

If you are offered the position, and you want it, accept it on the spot.

NEED MORE TIME

If you need some time to think it over, be courteous and tactful in asking for that time.

Set a definite date when you can provide an answer.

REMEMBER THANK YOU

Thank the interviewer(s) for their time in considering your application. If you have done all you can to answer the questions you can close with:

Why are you interested in the job and the company.

What you can offer the to the job and company?

Don't be too discouraged if no definite offer is made or specific salary discussed.

The interviewer(s) may need time to discuss with their manager or team once all the applicants have been interviewed.

If you get the impression that the interview is not going well and that you have already been rejected, don't let your discouragement show.

There may be other factors that are influencing the interviewer that have very little to do with the interview.

Continue your interview assuming that all is going well.

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AFTER THE INTERVIEW

Immediately after the interview call the Frontier People consultant who referred and recommended you to the prospective employer.

This assists Frontier People to make the best representation to the employer on your behalf.

Its best done before the interviewer calls Frontier People.

DEBRIEF is the last step.