



Interviewing

Tips & Tricks

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What's next...



Outline

- When you get the call
- What tools do you need
- Face to face Vs Online
- Soft skills
- Transferable skills

In the past 2 years – have you been in an interview?

<https://www.menti.com/al952pg2nm5u>

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What's next...



Practice make perfect

You can do the job



When you get the call...

Ask
about:

Who is on the interview panel

Ask if questions will relate to the selection criteria

How formal will the interview be

Mention any special requirements

Can I get a tour of the workplace (if face to face)

Contact number



Build on the Tools you already have

- Resume or CV
- Cover letter
- Address to Selection criteria
- Job ad
- Position description





What more do you need?

- What do you know about the role?
- What do you know about similar roles?
- What do you know about the organisation?

To prep or not to prep

Your answers?

What do you want to get out of the interview?

How have interviews changed in the past 2 years?

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What's next...



F2F VS Online

Face to Face	Online
<ul style="list-style-type: none">• How you dress• Travel Time; Parking/PT; Navigating buildings• Body language• Focus on the person talking	<ul style="list-style-type: none">• How you dress (top half?)• Test technology beforehand ; Is your device charged/plugged in• Find a quiet place (background, noise, interruptions)• Body language• Focus on camera set up

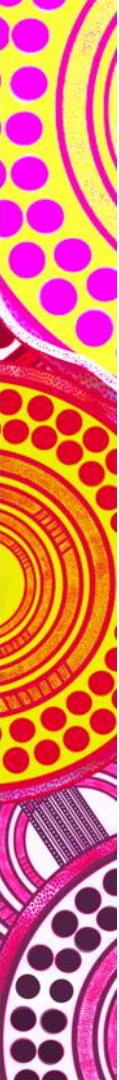
Take your time





Do not make assumptions

Spell everything out

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Situation
Task
Action
Result



Transferrable skills

are a core set of skills and abilities, which can be applied to a wide range of different jobs and industries



Teamwork

Empathy
Dependability

**Technical
aptitude**

Digital literacy
Data analysis

Communication

Active listening
Public speaking
Storytelling

Creativity

Critical thinking
Initiative
Problem solving

Leadership

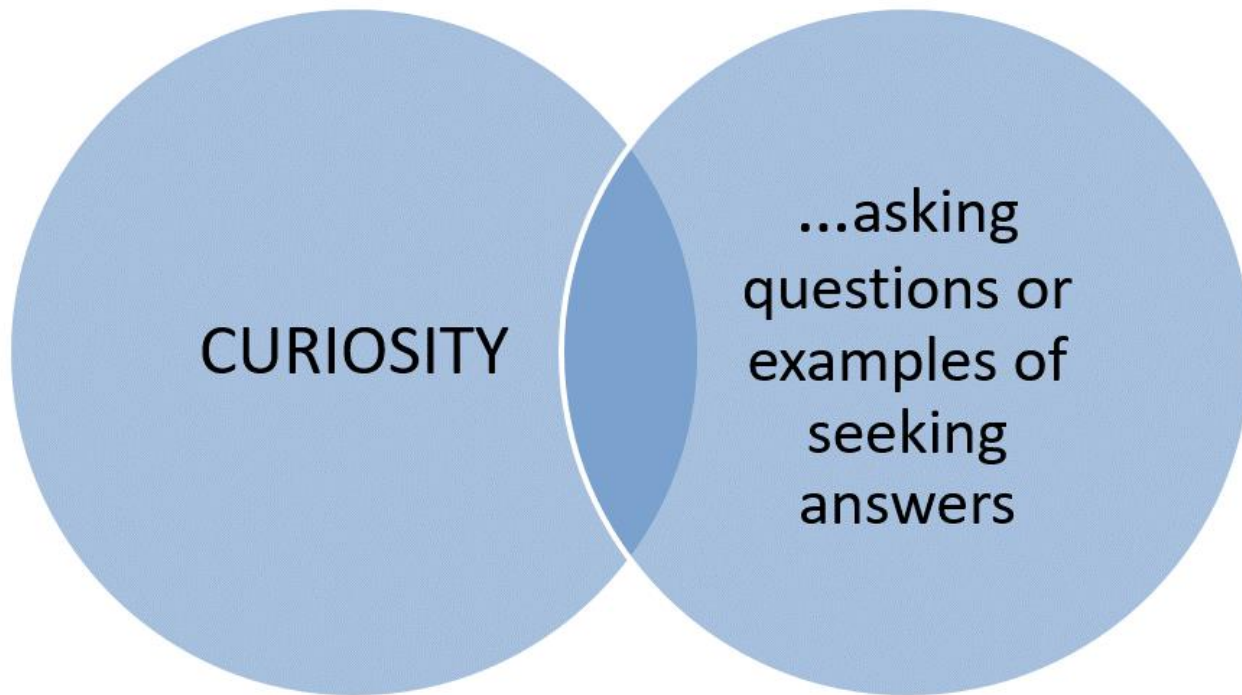
Entrepreneurship
Decision
making

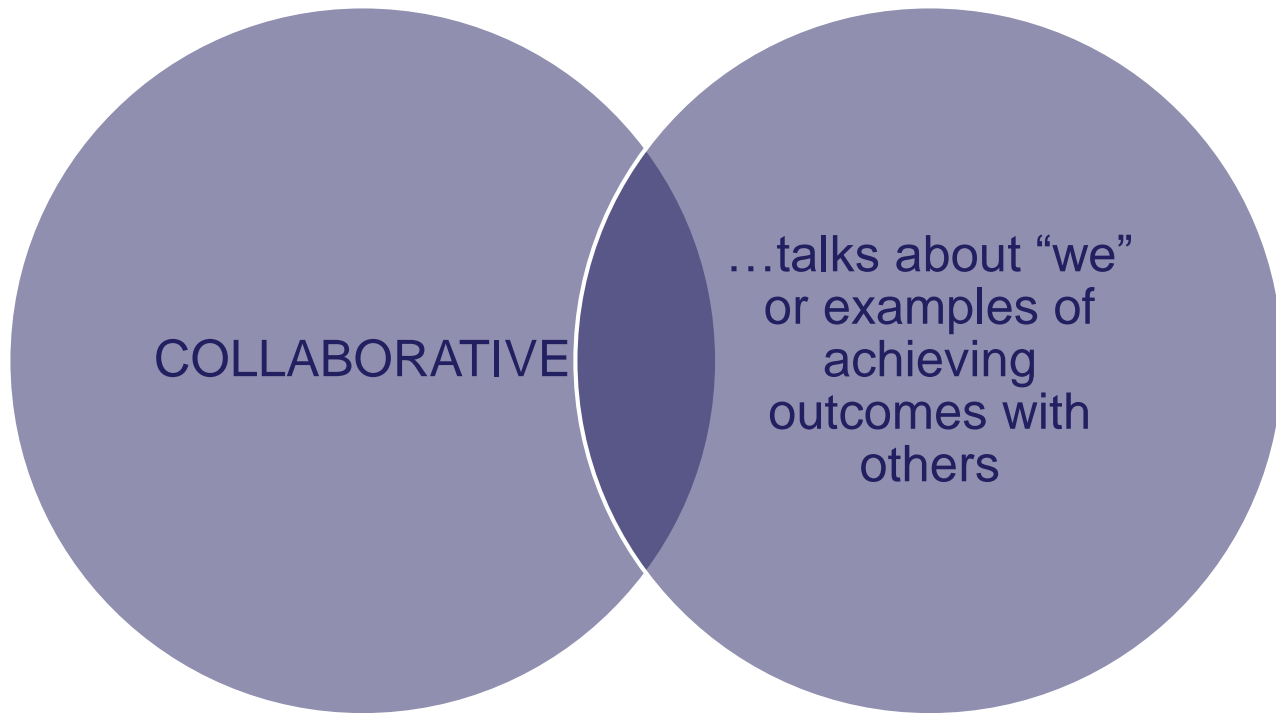


Soft skills

Soft skills are behavioral and interpersonal skills that relate to how effectively people interact with others and handle situations.









FLEXIBLE

...a mindset
that is willing
to say “yes”
and
explores
options





PROBLEM
SOLVER

...looks for
options to
create
solutions





RESPONSIBLE

...displays
maturity and
willing to own
responsibility
for outcomes





Wicked questions

- How would you describe yourself in one word?
- Why should we hire you for this role?
- Why do you want to work here?
- Tell us about a time you failed to meet a deadline?
- Tell us about a time when something went wrong?
- What is your weakness?
- Tell us about a time you have worked with a difficult person?



You ask the questions

Ask some tough questions:

- What challenges the position may face?
- What are the manager's expectations of the role?
- Ask about the organisational structure or cross team collaboration
- Ask about the manager's management style
- Ask about the organisational culture (work-life balance, flexibility, staff wellbeing)

Elevator pitch

Why this job is for you

What you bring to this role (what are the unique skills or qualities that make you stand out)





Q & A