

Tips for Interview Success

The short time you spend at an interview is a critical stage in your candidacy for a position @ Griffith. We have listed some useful tips below that we hope will equip you with valuable information on how to conduct yourself during interviews in order to maximise your chance of success.

Preparing for an Interview

Preparation is the first essential step towards a successful interview. Be sure that you:

- Conduct research on the area that you are applying for by reading their website, annual reports, publications and/or other source materials;
- Know the exact place and time of the interview, travel and parking arrangements;
- Ask for details of the Panel members, including their position and titles and how to correctly pronounce their names (if required);
- Approximate time set aside for the interview and whether you are required to bring along work samples or undertake work tests;
- Pay attention to your presentation and personal grooming;
- Spend some time reviewing your CV and response to the selection criteria. Identify the specific examples in your background that are directly relevant to the position you have applied for so that you can demonstrate your ability to do the job;
- Refresh your memory regarding past work experiences and pay particular attention to how you will describe your most important achievements;
- Be prepared to convey to the Panel why this role appeals to you; why they should consider you and what may set you apart from other applicants;
- Think about the types of questions that you may want to ask the Panel. Remember that an interview is a two-way street.

The Interview

During the interview, Panel members will ask questions that draw on the skills/capabilities as outlined in the selection criteria.

Remember, that you have been invited to attend an interview because we want to employ someone – not because we want to trip you up or embarrass you. The Panel is aware that sometimes people are nervous in these situations and will do their best to put you at ease.

Interview questions tend to be structured in such a way that they require you to draw on past experience and describe specific examples that demonstrate this. Often, the best and most effective way to answer such questions is to use the '**STAR**' technique:

Situation	briefly describe the background to the situation
Task	specifically describe your responsibility
Action	describe what you did
Result	describe the outcome of your actions.

It is okay if you are unable to think of an example for a question on the spot. Asking the Panel to continue with other questions while you think about your response is okay too. This way you have some time up your sleeve to think of an example that highlights your abilities, and gives the Panel a response to think about (as opposed to a nil response).

Remember to:

- Arrive on time or a few minutes early;
- Greet the Panel members by name;
- Look alert and interested at all times. Be a good listener as well as a good talker and Smile!;
- Maintain eye contact;
- Make sure that your good points get across in a factual and sincere manner;
- Always conduct yourself as if you are determined to get the job; and
- In closing the interview, thank the Panel for their time and consideration of you. You have done all you can do then if the Panel knows:
 - Why you are interested in the job?
 - What you can offer and can you do the job?

Try Not to:

- Answer questions with a 'yes' or 'no' only. Include explanations wherever possible and tell only those things about yourself that relate to the position;
- Over-answer questions. It is best to answer questions honestly and say no more than is necessary;
- Let your discouragement or nerves show;
- Don't be too discouraged if no definite offer is made, or specific salary discussed. The Panel will need to communicate with his/her office first or interview more applicants before reaching a decision.

Further Information

Additional information on interview skills can be obtained from:

- [Graduate Careers Council of Australia](#)
- Griffith University's [Student Services](#)