

# GRADUATE JOB INTERVIEWS

## Your Best Chance For Success



## 7 ESSENTIALS TO ACE THE INTERVIEW

What got you the interview  
won't get you the job!

1. **KNOW THE COMPANY:** Research (more than just the website) and Prepare. Include in your answers what you've learned about the company from your research.
2. **KNOW YOURSELF:** Your Knowledge, Skills, Abilities, Interests.
3. **PROMOTE 'U':** Time to shine. Give the evidence of how you meet their needs.
4. **CONFIDENCE:** Focus on your strengths, what you have to offer.
5. **KNOW THE ROLE:** Make your answering relevant to the role.
6. **SHOW THE LOVE:** Be enthusiastic – be sure they feel your genuine interest. Ask at least one question at the end.
7. **PRACTICE:** Out loud, alone to those typical interview questions.



### TIP

Don't have a job spec? Search online for previous job specs/ ads at this company. You can get great nuggets of information .

## MAKE SURE YOU GET THIS RIGHT

What do you know about  
our organisation? Why do  
you want to work for us?

You need to know the following:

- The Logistics: Company structure, locations, products / services, key employees (especially people relevant to your role)
- Company values and mission: What do they value or are passionate about?
- Who are its customers?
- Who are its competitors?
- Any awards, milestones or events the company has been involved in?
- Market trends and challenges relevant to this company / industry.



### TIP

Look at their LinkedIn Company Page for topical news and events. Look at pages of employees in a similar role to the one you are interviewing for.

## 5 TRICKY QUESTIONS THAT MIGHT COME UP

**1** **What do you do differently** — Think about your USP (Unique Selling Point) and what makes you stand apart from others. This is key.

**2** **What do you do if a team member is not pulling their weight?** Make sure to show empathy, keep focused on getting a project done and come up with solutions. !Caution: Remember in your answer to say that you are fully trained to carry out any role you offer to help out with.

**3** **What might be a criticism about you from a previous role?** Here they are looking to assess your self-awareness and your ability to accept feedback. A good approach is to describe how you have learned from feedback in the past and actions you undertook to work on this.

**4** **What interested you least about this course?** Never reply with reference to a major part of the degree. Select something minor and how you put in extra work or time to learn or improve upon it.

**5** **How might a good friend describe you?** Another great opportunity to showcase some of your strengths and personal qualities. Be very clear on what you can offer.



### GOOD QUESTIONS YOU MIGHT ASK AT THE END OF THE INTERVIEW

- What departments would I typically collaborate with daily/weekly?
- What might a typical working week look like?
- Would I get a chance to work independently as well as part of a team?
- When will I hear a decision on the role?

## QUICK PRACTICAL TIPS FOR INTERVIEWS



### DO

- Be prepared
- Be punctual
- Be polite to everyone from the minute you are in the building / car park
- Follow all safety rules on-site including parking signs and speed limits
- Be groomed — clean from top to toe!
- Dress appropriately — Professional clothes and comfortable shoes
- Express yourself and your views clearly
- Sit back in the seat, both feet on the floor and shoulders back
- Make eye contact with everyone
- Listen well to the questions and ask them to repeat the question if you need them to
- Tell them important information you forgot to say in an earlier answer
- Show enthusiasm for both the role and the company
- Don't forget to smile!
- Ask at least one question at the end of the interview
- Thank them for the interview and the time given.



### DON'T

- Don't cross your arms
- Don't fidget, bounce your leg or sit like a statue
- Don't ask about salary, benefits or perks
- Don't slouch
- Don't answer with a simple yes or no, but rather describe and explain
- Don't use cliched answers, be authentic
- Don't look at the floor if you're unsure, look to the side or look up while gathering your thoughts
- Don't smoke or take drugs before the interview
- Don't lie or invent stories.

### TIP



Some people may sweat excessively in a nervous situation. Choose the right clothing and use the products you need beforehand to combat this.