

Interview guide and checklist

In this Guide you will find some handy hints to consider, and checklist's for before and after your interview.

Firstly, congratulations on being short-listed in the recruitment process for an interview! It is important for you to review and celebrate the achievement that your application has made it to this stage, as not all candidates were provided with that opportunity.

However, we recognise that preparing for a professional interview can be a daunting experience, especially if you have never participated in an interview before. To help relieve these stresses that you may be feeling, a useful approach is to switch your mindset to the interview, being: 1) a learning experience for you and 2) an opportunity for you to get a sense of whether the role/organisation aligns to your career goals. By switching your mindset, you are more able to be in the present and hopefully learn and grow from the experience.

Ideally, interviews should be a two-way process: an opportunity for the hiring manager or Human Resources to determine if you are the right fit for the role; but also, an opportunity for you to assess if:

- The role is of interest
- The workplace culture aligns to your expectations
- There are opportunities for professional growth for you

This is where developing questions to ask the Panel comes in handy as it enables you to assess for yourself if the position meets your expectations.

We wish you all the best in your interview!

Before interview checklist

- Prepare by conducting research a few nights before the interview. This will include re-reading the original job listing, re-reading your cover letter and selection criteria and researching the organisation (websites, LinkedIn etc.).
- Identify who is on your Panel and research how they fit within the organisation.
- Review the Common Interview Questions and practice developing responses.
- Develop practice questions based on the criteria.
- Practice your created questions.
- Develop and practice your Elevator Pitch that is unique to this role.
- Create questions to ask the Panel (think about some of the considerations above, such as workplace culture, key priorities for the role etc.). Consider writing these in a notepad that you take to the interview with you.
- Select suitable professional business attire (clothing) that showcases how you want to professionally be seen by colleagues.
- Have a good night's rest the night before, ensure that you have enough sleep, you are relaxed and eat healthy food.
- Identify how you are travelling to the interview and plan to arrive at least 15 minutes early.
- Take a deep breath before going into the interview and remember that you've got this!

After interview checklist

- Take some time to reflect on:
 - what went well
 - what could be improved for future interviews
- If you did not get the job, be sure to ask the Chair of the Panel for feedback so that you can improve.
- If you did get the job, some things for you to think about include:
 - your starting date
 - any immediate leave you have planned
 - your expectations for salary (this will apply if they have a pay scale range)

For further details, please contact:

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