

# GENERAL INTERVIEW TIPS

The most important thing you can do before an interview is to **prepare**. You'll not only feel more confident and relaxed, you'll increase your chances of getting an offer. Preparation is everything!

This guide will teach you how to approach an interview and what most interviewers are looking for.



Medijobs Australia is Australia's most trusted and experienced Allied Health recruitment agency. Founded in 2003, we place in rural, regional and metro areas. Learn more and apply for jobs at [medijobs.com](http://medijobs.com)

## Before the interview

### • CONFIRM

- Confirm the details of the interview location, time and who you'll be meeting.
- Make sure you can pronounce the interviewer's name!
- Make sure you know how to get there.
- If you're taking public transport, check the timetable beforehand.
- Organize to take the necessary time off work without raising a red flag.

### • RESEARCH

Research the organization and find out as much as you can about the company. Don't forget to check out their social media profiles – these can offer an insight into the company culture and projects.

Your Medijobs consultant will provide you with relevant information about the role and client as part of your Medijobs Interview Prep.

#### **Common interview questions are:**

- "What do you know about us?"
- "What do you know about the position?"
- "Why do you want to work for us?"

### • PRACTICE

Practice for the interview by saying your answers out loud to a friend, or to yourself in the mirror. Speaking answers aloud will prepare you **a lot more** than just saying them in your head or writing them down.



## At the interview

### • DRESS WELL

First appearances count, so make sure you're well-groomed. Talk to your Medijobs consultant about the workplace's dress code. It's always safe to dress on the 'conservative' side.

### • IMPRESS EARLY

Did you know most interviews are determined in the first 30 seconds? It's important to make a good first impression. **Enter with energy and enthusiasm.** Shake hands. Thank your interviewer for their time. Look people in the eye when you greet them, and be warm and friendly – it's ok to be nervous!

When you're onsite, **treat every single person you encounter with respect**, including people in the car park, security and front desk staff.

### • NAIL YOUR ANSWERS

- Respond truthfully to questions, and try to tie your answers back to your skills and accomplishments by **giving examples** focused on solutions and the results.
- Try not to ramble – keep your answers short and focused.
- Let your interviewer lead the conversation.
- **Don't speak negatively** about current or former workplaces. Companies want to hire positive problem solvers. If you're feeling negative about your current job, focus on talking about what experiences you've gained.
- If you're asked about your weaknesses, think about something you can either improve on or **something you wish to learn.**

## At the interview

### • TALK NUMBERS

Speaking positively about yourself in a job interview is not enough. You need to **provide clear examples** of your achievements. Tell stories in terms of things that can be **measured** (i.e. quantitative information).

**For example:**

- you were promoted in just 12 months
- you exceeded your targets by 25%
- you reduced staff turnover by a third
- you completed projects under budget by \$10,000 dollars.

Interviewers like quantitative information that's relevant to the position.

### • CLOSE YOUR ANSWERS

If in doubt, and to make sure there are no misunderstandings, you can ask something along the lines of, "**Does that answer your question?**" This will indicate whether you've answered the question sufficiently or need to expand your answer.

### • STAY ON POINT

- An interview is a set length of time, so always **stick to the point** and don't waffle.
- If you're asked an ambiguous question like "What do you think about working from home?" don't answer until you know exactly what the interviewer wants to know. You don't want to waste valuable time discussing the issues from a management point of view, when the interviewer actually wants to know whether you'd be interested in working from home. **Get clarity** with questions like, "Is working from home part of this position?"

## At the interview

### • SHOW YOUR STRENGTHS

Try to demonstrate that your individual strengths will suit the role. For example:

- 'good communication skills',
- 'works well under pressure' and
- being 'a good team player' are all valued qualities.

Don't forget to back these up with concrete examples.

When asked about achievements in your previous jobs, try to demonstrate **ambition, determination and commitment**. Try to come across as a proactive person, if that feels right for you.

### • KNOW YOUR CV

- Be prepared to talk about your CV, including any gaps in employment or education.
- Interviewers will often ask you why you made career decisions.
- Be ready to talk about the experience you've gained during your education, professional placements and previous jobs with emphasis on experiences that **specifically match the job** you're interviewing for.

### • KNOW WHY

Companies often ask why you're interested in working for them. Prepare 2-3 unique points about the company that appeal to you. Don't focus too much on things like the salary, the leave entitlements or company car!

**If you're really stuck, safe answers include (if true!):**

- They're an established company with a good name in the industry
- You believe they offer good career prospects
- Working there would give you a chance to develop your skills in a certain area.

## At the interview

### • LOOK TO THE FUTURE

You'll probably be asked about your career aspirations and future ambitions. Companies like people who have **clear goals**. You could say you're keen to use your previous experience, develop your skills and increase your knowledge, or that you would like to gain some good commercial experience.

#### Examples of goals you might have:

- Becoming a subject matter expert.
- Assuming a leadership position.
- Earning a degree or certificate.
- Closing more sales.

Be prepared to answer wide-ranging questions about your views and values, as well as those tricky hypothetical 'what if' questions.

### • DON'T BE MODEST

Selling yourself in an interview can be awkward, but you're there to demonstrate that you can make a major contribution to the organisation. Be prepared with some ideas about why the company should employ you e.g.

- previous industry experience,
- alignment of values or
- your interpersonal skills.

Companies often place a lot of emphasis on:

- professionalism,
- enthusiasm,
- dedication,
- the ability to work well in a team and
- a sense of humour.

Demonstrate that you are all of these things and be enthusiastic!

## At the interview

### • PREPARE QUESTIONS

Not just questions about salary and company benefits, but about the company and the job. This is a test of **preparation and personality** – have a list prepared.

#### Some questions you could ask:

- Why did this position become available?
- Do you anticipate any training opportunities for this role?
- Is career progression an option?
- Where is the company or your division headed?
- What are the best selling products/services right now?
- Are you working on anything exciting at the moment?

### • END ON A POSITIVE

At the end of the interview, show you're keen for the job by asking about the next steps in the hiring process. Don't be disheartened if they still have other people to interview – it's extremely unlikely that you'll be offered the role in an interview.

If they DO offer you the job on the spot (it can happen!), you don't have to give an answer straight away. Say you're delighted by the opportunity and would like to **give it some thought**. If you're very keen on the job, you could ask to look at the contract.

Thank them for their time, smile, shake hands and leave.



## After the interview

- **CHECK IN!**

When you're done, call your Medijobs consultant to give them your interview feedback. We'll let you know what to do next.

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# GOOD LUCK!





# PRACTICE QUESTIONS

Your CV has impressed and now the employer wants to find out more about you. You need to show that you are who they're seeking. You ARE the right person for the job, so highlight your standout attributes, whether that's experience, technical skills, management ability, work ethic, communication skills, loyalty and/or personality.

## Typical interview questions might include:

- Why do you want to work for this company?
- What about this particular role attracts you to it?
- What was the salary at your last role?
- Did you get any bonuses? Were they performance related?
- Where do you see yourself in five years?
- How would your past employers describe you?
- Which of your previous roles did you enjoy the most?
- Are you willing/able to relocate?
- How do you work in a team environment?
- What are your three main strengths/weaknesses?
- What made you choose this career?
- Tell me a bit more about yourself. (Keep your answer here concise. Focus on key information and decisions that might not pop off the page of your CV.)

Remember: this is not an exam! It's a conversation with someone who already thinks you could be the right person for the role. **Relax and smile.** Your interviewer might be nervous too. This may be their first interview!





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