

## Interview guide for Candidates

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More and more companies are moving toward using behavioural interview techniques when meeting with candidates. It is based on the theory that past behaviour predicts future behaviour. You would be asked to describe, or give specific examples of how you have previously handled situations.

Whilst that may sound intimidating to some, a behavioural interview gives you the opportunity to demonstrate to a prospective employer how you would perform, and therefore why you could be the best person for the job.

We have prepared an **extensive list** of the type of questions you could be asked, including some behavioural. The key is to prepare (without rehearsing) and think in advance of examples you could use.

Behavioural questions may be worded in various ways but are generally formulated to gauge how you would handle situations relating to your:

- Personality type
- Interpersonal skills
- Time management skills
- Handling of pressure situations
- Dealings with managers
- Handling difficult situations
- Marketing and networking skills
- Decision making skills
- Working with/managing team members (if relevant)
- Motivation
- Organisational skills
- Handling of conflict
- Handling of stress
- Problem solving
- Leadership skills and potential
- Influencing skills
- Public speaking/advocacy
- Financial responsibilities

Some additional tips for attending an interview:

- An interview is a two way process. It is as much about you making sure the company/position is right for you as vice versa.
- Research the company website so that you are aware of their services, company history and size.
- Check the location and time of the interview and ensure that you arrive on time.
- Business attire is essential for making a good impression at interview.
- Be confident and interested in the role/company.
- Do not be derogatory of a past employer. For example, rather than state what was lacking in your previous role or company, use positive terminology to highlight tasks that you would like to gain greater exposure to, and that this company could give.
- Prepare and ask questions. Ensure that they are questions that you would not have found the answer to if you had researched the company website. For example, team culture, company training and development opportunities, performance review process.
- Turn off your mobile phone.