

## Interview Tips and Techniques:

You have been advised that you have got an interview – congratulations! Often there may be between 30 and 60 applications for the one position, and generally these applications are “short listed” to between 5 and 10 people that are interviewed. You should feel great that you have actually made it this far, although preparing for the interview may be a little daunting, particularly if you have not had one before or it has been a long time since you last attended an interview.

The major problem that I have seen during interviews is that the applicant gets so emotionally worked up because they really want to succeed in getting the job that they become a bundle of nerves and fail to do well in the interview. Relax! Take deep breaths, and if you find yourself getting worked up during the interview, tell the selection panel that you are nervous and give yourself time to get back in control of yourself.

Below are some other basic interview tips to help you prepare:

- Dress appropriately for the interview. How formal this is will depend on the type of organisation and the level of the job.
- Arrive at least 15 minutes before your allotted interview time - allow plenty of time for travel and to find the venue. Try to relax.
- Bring your application and relevant documents with you so you can refer to them if required. Don't forget any other supporting documents such as manuals or reports you may have produced.
- **RELAX!!!** All too often applicants being interviewed make a poor impression on the panel simply because they have worked themselves into a high state of anxiety.
- Introduce yourself to the interview panel members with a firm handshake. Look the panel members in the eye.
- Show interest and enthusiasm when responding to questions and answer in a clear and concise way. Think about your answer first!
- Allow the interviewer to finish talking before you answer the question - **don't interrupt!** If you don't understand the question or are not sure if you are answering the question fully, ask the interviewer to repeat it.
- Be prepared to talk about your understanding of what the organisation does, and why you applied for the position. How do your skills and achievements meet the selection criteria? Many public organisations and larger zoos ask interview questions which relate directly to the selection criteria.

- Don't forget to mention any skills you have gained in another field of work, through projects at school, or as a volunteer. Sometimes we don't realise that we have transferable skills.
- The panel will usually give you an opportunity to ask any final questions. You could ask when you are likely to hear about the interview outcome.
- A thank you to the panel for inviting you before you leave would provide a good last impression.