Creating a Good Impression

Interviews can be won or lost in the first five minutes. Your relationship with the interviewer, especially your non-verbal communication is crucial in the success of the interview. If you appear to be confident and enthusiastic from the outset, your answers are more likely to be reviewed positively.

Reflect on the following topics and consider how you can create good impression:

- The introduction
- The handshake
- Building rapport & small talk
- Body language & eye contact

Other reminders for the interview:

- Plan your trip
- Prepare questions to ask the interviewer at the end of the interview
- Bring a copy of your application, a pen and a note pad.
- Dress appropriately
- Arrive early
- Turn off your mobile
- Be polite and professional with everyone you meet
- Look out for the non verbal cues from interviewer. Are they interested in your answer?
- Do you need to provide more details?
- Listen attentively, show interest
- Never exaggerate your achievements
- Never complain about anyone you have worked with
- Always thank the interviewer at the end
- Expect questions to assess your knowledge e.g. How much do you know about our organisation / unit / expertise?
- Consider the reasons of joining the organisation
- Prepare 4-5 questions to ask the interviewers
- Review your application - cover letter, resume and selection criteria document:
- Be ready to elaborate on your experience
- Consider the links between your previous roles / research projects with the new position
- Revisit the selection criteria for the role: · Prepare examples for each criteria using the STAR approach
- Consider the ways you would handle a negative question
- Consider what are your strongest criteria or your "selling points"
Standard & Open-Ended Questions

Many interviews start with open-ended questions to put the applicants at ease. While some of these questions are quite easy to answer, it is important for candidates to take this opportunity to differentiate themselves from other applicants.

Preparing for Standard & Open-Ended Questions

When preparing for standard and open-ended questions, it is important to:
- Consider the selection criteria related to your answers, to the requirements for the position
- Give the impression that you are the ideal candidate they are looking for
- Most applicants have similar background; consider what your top 3-4 selling points are and what differentiate yourself from the others in your answer.

Behavioural Questions

Behavioural questions are based on the idea that past behaviour predicts future performance.

You will be asked to provide specific examples of how you have used a skill to achieve a desirable outcome.

Behavioural questions often start with:
- Give us an example on …
- Tell us about a time when …
- Describe a situation where you had to …

Preparing for Behavioural Questions

- Prepare specific examples for each selection criteria using the STAR approach
- Avoid just giving a definition of the skills required
- Ensure your examples are recent, relevant and special
- Choose a variety of examples from your academic, extra-curricular and employment experience
- Focus on your individual contributions when describing a team experience
- Be prepare for negative questions