

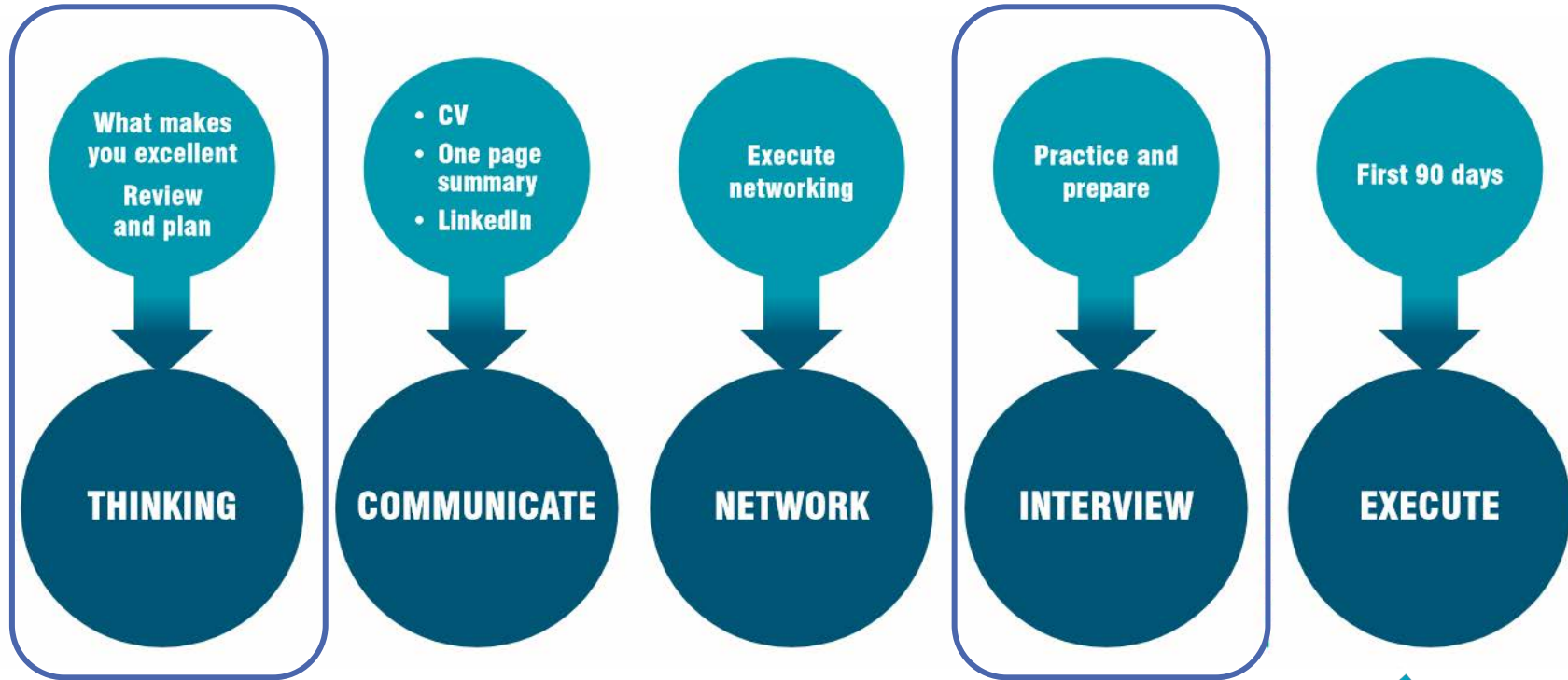


Win that role - Tips for successful interviews

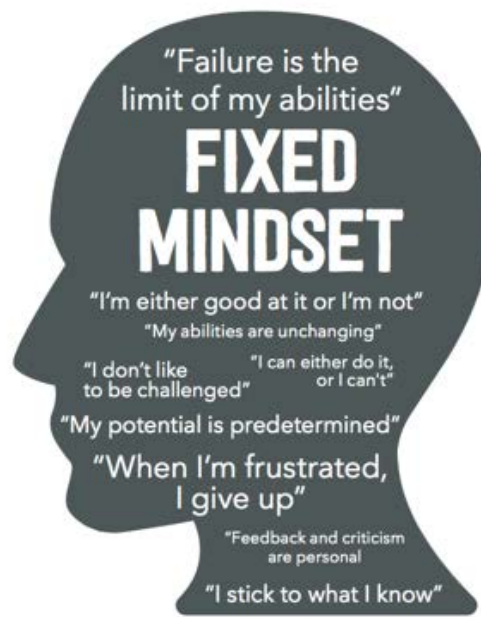
Overview

- **Begin with Mindset – how our thinking impacts our performance in an interview**
- **Reflecting on your personal brand – how you are seen**
- **Presence – Managing Perceptions**
- **Preparing Effectively – what you can bring and what makes you excellent**
- **Delivering great responses – clarity and confidence in your answers**

Taking control of your career



Start with your thinking



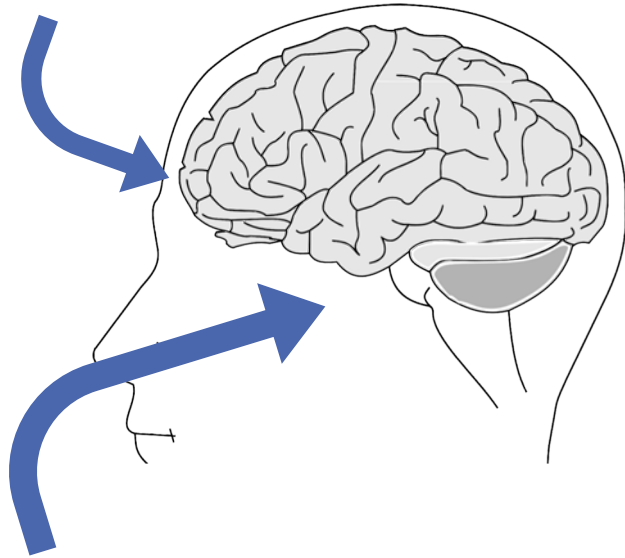
What makes you excellent
Review and plan

THINKING

Your brain many try and hijack !

Neocortex

The "thinking brain," outer layer of cerebral cortex



Amygdala

Center of the limbic brain. The "feeling brain"

When triggered...
"Amygdala hijack"
overrides the thinking brain

Amygdala sends messages to the rest of the body:

- Flight/fight hormones
- Mobilizes movement
- Makes senses more alert
- Speeds heart rate
- Raises blood pressure

What is your personal brand ?

- The values you live by and what you stand for
- Your physical presentation
- The way you behave
- The specific value you can add/offer
- What you see as important ?
- What makes you excellent ?
- The image you project (intentionally or not)
- Your digital footprint/online presence
- How others view and might describe you
- The legacy you leave behind



What makes
you excellent
Review
and plan

THINKING

Preparation – Maximises your interview opportunity

Before

Do your research on the company and the interviewer/recruiter

- The Interviewer
- The Company
- The Industry
- The Position
- The Extra Mile

Ensure you have put thought into specific examples that you are proud of and clear about.

- what you can offer ?
- what you're looking for ?
- what makes you excellent ?
- why you want the role ?

What makes
you excellent
Review
and plan

THINKING

Preparation – Maximises your interview opportunity

Before



- Think about what you might ask the interviewer
 - Why the role is available ?
 - What the current initiatives are that you may be contributing to ?
 - How would you describe the culture ?
 - What has made the company successful ?
 - What challenges has the company experienced ?
 - What would the structure or reporting lines be ?
- Dress/look the part – what are you comfortable in and look good in ?
- Plan your travel and arrive on time
- Trust yourself to do a great job



Projecting confidence at the interview



Personal Presence

- Demonstrate confidence and engagement through your body language ~ smile, handshake, posture, eye contact.
- Remember the power of the pause – its ok to give yourself time
- Modulate your voice – be mindful of intonation, speed, volume
- Ask appropriate questions. Respond politely to inappropriate ones.



Behavioural Based Questions – Demonstrate your capability

Questions:

“Tell me about a time you had to lead and motivate people through a difficult period of change ?” – *Resilience, Resourcefulness, Leadership, Change Management.*

“Tell me about a time when you were involved in an interpersonal conflict or disagreement with a colleague – what did you do and how did it work out ? – *Communication, Emotional Intelligence.*

“ Describe a time when you had to manage multiple projects due at the same time. What steps did you take to get them done ?” – *Personal Effectiveness, Time Management, Productivity.*

“Tell me about a time when you had an idea that you thought would benefit the company you worked with. How did you present your idea ?” – *Influence, Communication, Creativity.*

Strong Structured Responses



S	Situation	Briefly set the scene
T	Task - Your role	What was needed ?
A	Actions Taken	What did you do and why ?
R	Result	What was the outcome ?

Active Listening



- Intention – demonstrate you're there to listen
- Attention is focused on the other person - positive body language
- Listening to their answers – quiet your mind
- Asking follow-up questions – to encourage more dialogue
- Paraphrasing and clarifying – demonstrate you are understanding
- Speak at a moderate pace – so you can be understood

Getting People to Listen

Readiness – Have I prepared well for this interview?

Relevance – How are my skills going to help this potential employer?

Clarity – Have I effectively chosen the content and examples that will deliver my message?

Brevity – Can I say it once and say it well – and have I included only key information?

Energy – Am I bringing the right energy to the conversation?

“Work is a big part of people’s lives
and having a **satisfying job** is a
big part of having a **fulfilling life** ”

**Trust yourself to do a great job
Be authentic**



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