

Ace that job interview



Essential tasks include writing up your CV, reviewing the role profile, matching your skills/experience against the requirements, researching the organisation and creating a compelling elevator pitch. Here are five tips to help with the preparation and enhance your performance at the interview.



1

Before the interview

Prepare your **elevator pitch** by writing answers to the following: Who you are. What you do. How you make a difference. Why it matters. **Keep it short** means you are more likely to remember it. **Practice saying it out loud** until you are comfortable with it as a statement of fact.



2

On the day of the interview

Interviews are often a blur because our stress hormones have us on high alert as adrenaline rushing through the body. Help yourself by eating a healthy breakfast or lunch or snack an hour or so before the meeting. Keep hydrated by sipping water and avoiding too much caffeine.

Calm your nerves by thinking **S.T.A.R.**

- **Stop** and notice what's going on in your body, mind and emotions. It is natural to be nervous. Observe and recognise the feelings then let them go without judgement or criticism.
- **Think** about your strengths and remind yourself that you have prepared for this interview.
- **Activate** resourcefulness by remembering one of your significant achievements and how you felt at the time - perhaps self-assured, confident and capable. Focus on accessing these emotions now.
- **Remember** to breath – try box breathing to calm your stress response: breath in for , hold for 4 and breath out for 4.



3

During the interview

Smile and engage with all the interviewers not just the one asking questions. Be keen and enthusiastic but don't let your eagerness run away with you. **Be clear and concise.** Structure your answers with 2 or 3 key examples from your experience. Explain how you achieved a favourable outcome. State clearly your personal contribution using 'I' rather than 'we'. **Be positive but don't exaggerate your experience** or make claims about your abilities or qualifications that you cannot evidence. **Ask questions** as it helps demonstrate that you are keen and want the job.



4

Post the interview

Ask for feedback as you are likely to learn something useful. **Write up your impressions** from the meeting while the interview experience is still fresh in mind: e.g. what was good about it? What did you find surprising? Can you see yourself happy at this organisation and in this job? Then start a new page entitled: "What I want from my next role is" Let your thoughts flow without self-editing. **Take a break.** Then review what you have written. This exercise will help clear your mind and objectively assess how far this particular job and organisation match up to what you want going forward. Now you are in a resourceful frame of mind to consider your next steps.



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