



# Interview Skills Guide

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## 1. Overview

### Interviewing purpose

Job interviews are a two-way assessment process. The interviewer assesses multiple factors of the candidate, such as their skill, experience, motivation for both the role and the organization, and their ability to perform the tasks relevant to the position and, important for candidates to be asked.

Candidates should tell the interviewer what they want to hear. Therefore, many candidates try to guess the interviewer's questions. Trying to learn the answers is not the best strategy because you do not know exactly what the interviewer wants. Also, you cannot predict all the questions that could possibly be asked and, non-authentic responses are often not the best fit. A candidate that is not the right fit is not beneficial for either party.

For each question, the interviewer is attempting to measure (e.g. a specific skill, experience, or motivation) and to then give a response that is both authentic to you and relevant to the question. So, you will need to understand the types of questions that can be asked, what the interviewer is trying to measure, and practice answering these questions. Preparation is key. Practice answering questions, as you will appear robotic.

## In this information sheet

We will start by outlining the types of questions that can be asked during an interview and their general purpose. We describe standard, behavioural, and situational questions, then we move onto providing a range of practice questions. Subsequently, we provide a checklist of the things you want to consider before attending an interview and, last, we discuss preparing for video interviews.







Attention to



**Problem Solving, creativity**

Tell me about strategies you use to prevent problems before they arise  
What has been the most difficult / complex problem you have had to resolve?  
Describe a creative or innovative solution you developed and implemented

**Team or independent work**

Give me an example of how you have added value to your team.  
In what ways have you assisted co-workers to improve their performance?  
Tell me about a time you had to deal with a difficult co-worker.  
Describe how you have collaborated effectively with an interdisciplinary team  
What skills do you possess that enable you to work with minimal supervision?

**Resilience**

What was the biggest obstacle you overcame to get where you are today?  
Is there an experi (g)-1.2 (g)8.0001 Tw -24.728 -1.10d[te) (e)0 11.04 141.12 554.15.011



## 6. Interview preparation checklist

<p>Find out as much about the interview as possible</p> <p>(s)-7.7 1.8</p>	<p>Who are the interviewers? What are their names and job titles?          How long will the interview be?          What format will they use?          What do you need to bring on the day?</p>	<p>BT.3TgBD</p>
<p>Conduct further research on the organisation and the position</p>	<p>Expect questions to assess your knowledge</p> <ul style="list-style-type: none"> <li>○ <i>How much do you know about our organisation / unit / expertise?</i></li> </ul> <p>Consider the reasons for joining the organisation</p> <ul style="list-style-type: none"> <li>○ <i>Why do you want to join us? Why are you interested in this role?</i></li> </ul> <p>Prepare 4-5 questions to ask the interviewers</p>	
<p>Review your cover letter, resume and selection criteria</p>	<p>Be ready to elaborate on your experience</p> <ul style="list-style-type: none"> <li>○ <i>Can you tell me more about this experience?</i></li> </ul> <p>Consider the links between your previous roles / research projects with the new position</p> <ul style="list-style-type: none"> <li>○ <i>How is this experience relevant to the new role as a ...?</i></li> </ul>	
<p>Revisit the selection criteria for the role</p>	<p>Prepare examples for each criteria using the STAR approach</p> <ul style="list-style-type: none"> <li>○ <i>Can you give me an example of when you demonstrated ... skills?</i></li> </ul>	<p>C12 .5 (/TT3 1Td()TjETEMC /ydē140.2g)-1.5.7 (n)1p (r)10.9S2 ()TJ-0.001 (ve34(ec)</p>



Never exaggerate your achievements

Never complain about anyone you have worked with

Always thank the interviewer at the end

Do not discuss salary unless asked. Provide an expected range based on the industry average for that level of experience

## 7. Video Interviewing Tips

### What is a video interview?

Video interviews are becoming a more popular form of screening candidates in the recruitment process. These interviews can be a two-way dialogue between an actual interviewer and candidate (e.g. using Skype or Zoom). However, it is becoming more common for one-way video interviews to be conducted, whereby candidates are given questions to answer through a software platform that records their responses. Companies invite candidates and send an email link for them to access and complete the questions using their personal computing device. The company provides a deadline for the video interview to be completed (e.g. 1 week).

### Benefits

One-way video interviews are not in real-time, allowing flexibility. Candidates can complete the recording and, the recruiter can review responses at times suitable to their schedules. Another benefit is time saved. One-way video interviews allow the recruiter to ask direct questions in a standardised format, allowing them to quickly assess candidate suitability.

### How do I prepare?

Research the organisation (interview process, projects, strategy, have they been in the news lately?)

Dress professionally (just like you would for a business meeting)

Find a suitable location (quiet, private, professional, comfortable) where you will not be disturbed

Test your equipment and ensure that the technology is working

Practice answering interview questions whilst recording your response, then make adjustments

Bring essentials you may need (pen, paper, glass of water)

Remember they want someone prepared, yet authentic. Don't forget to smile and breathe

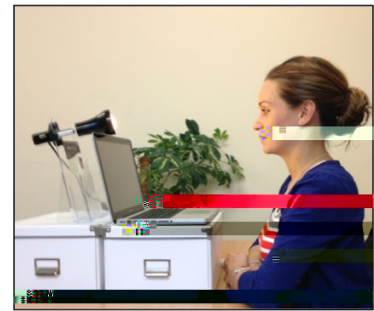
### Set up the shot

There





Choose a bright room with soft background light  
Move around to find a simple and tidy background  
Raise the camera to eye level (put laptops on a box or similar)  
If using a mobile device, have it resting on a support  
Have a desk light in front of you to light up your face  
If possible, wear white to enhance the picture quality and contrast



Dark images use more data. Keep it bright for low-bandwidth  
Be close enough to see your head and shoulders (look at the camera view)  
Watch this video on how to prepare: [Video interview set up tips](#)

### Additional Support

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Book a [career consultation](#) to discuss your interview preparation and practice a mock interview with a career coach.

