

Fact sheet - How to nail that interview

Interviews can be an overwhelming, anxiety-inducing experience for most people. So, the better prepared you are, the more relaxed and comfortable you will be. Metro South Health is committed to providing an accessible, inclusive work environment to enable people with a disability to participate fully in all aspects of employment, including the recruitment process. Adjustments may be required for you to fully participate in the recruitment process.

To ensure that we can meet your needs throughout the recruitment process, please contact the nominated contact person for a confidential discussion on how we can ensure the recruitment process does not present you with any potential barriers. You can be confident that the selection panel respects your right to confidentiality and privacy. Here's a few interview tips and suggestions to help boost your preparation.

Do your research on Metro South Health, the relevant facility, the service unit or the department:

Prepare, prepare, prepare: Re-read the role description – be clear on the role, skills and accountabilities. Review your resume and statement - remember what details you have included about yourself.

Dress for Success! First impression speaks volumes, and this includes your physical attire, so aim to be neat, tidy and well-groomed.

Take relevant documents: Bring any documentation that you feel will support your application. Feel free to bring notes and work examples to refer/ share with the panel during your interview.

Don't forget Attitude! Attitude is everything so having a positive attitude is important! A positive attitude will cultivate a positive mindset and help you feel more powerful and energetic!

Calm Your Nerves: The selection panel members understand that interviews can be an overwhelming experience so practice your main talking points if you're nervous and remember to breath and slow down.

Eye contact: Making eye contact is one of the strongest forms of nonverbal communication. It is important to make eye contact, but selection panel members know that sometimes it can be tricky to make or keep constant eye contact.

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Interview Questions: Be prepared to give well thought out and clear responses to interview questions. Provide more than one-word responses when required but also pick up on the panel member cues and don't go into too much unnecessary detail.

You may be asked values, behavioural, competency or situational-based interview questions so be prepared to provide some real-life examples from your experience and/or previous work/placements.

Refrain from saying things like 'etc.' or 'you know what I mean' and don't forget to use the STAR approach to help frame your response to questions.

Listen Carefully: It's easy to miss something important during an interview. So, if you are not sure, ask the panel member to repeat the question.

Body language: Posture, facial expression and gestures add strength to your verbal message and helps you feel more confident, puts you in a better mood and communicates openness.

Be aware of your nervous tendencies and have a strategy to assist you but selection panel members know that sometimes it can be tricky to manage our body movements.

ICARE² values



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Be Yourself: You want to come across as genuine and authentic during an interview. This is your opportunity to express yourself off paper so try to loosen up your mindset and look for cues from the panel.

Showing a genuine interest in our organisation and demonstrating a willingness to learn can help you stand out in the process.

Arrive on time! Make sure you check and confirm address details, check if there is parking nearby or public transport. Always allow extra time for traffic, finding the venue, room and to calm yourself.

Interviewing online tips:

Double check your computer access/connection:

Ensure that you are comfortable with Teams, that your audio and sound capabilities are working properly.

Pick the Perfect Spot for Lighting:

Make sure it isn't too dark but also stay away from overhead lights during the interview if you can.

Forgo Virtual Backgrounds:

Backgrounds can sometimes be distracting but if you cannot, pick a virtual background that is not too distracting and keeps the focus on you.

One-way video interview tips:

A one-way video interview is a brief video recording you send to employers to help with their screening process. In this video, you generally answer a few preselected interview questions or follow a prompt.

What questions can you expect?

- Tell us a little bit about yourself.
- Why are you interested in this role?
- Why are you interested in our company?

If you are running late let the nominated contact person know.

Questions: The selection panel at the end will ask if you have any questions and this is an opportunity for you to find out if this is the right role for you so be prepared with relevant questions. Example questions could be:

- What does the training / induction plan look like?
- How many people work within this team?
- What are the current challenges faced by the team/department?
- What do you enjoy most about working here?
- What is your management style for the team?
- What could be a progression opportunity from this role if successful?
- What should I expect in my first 3 months if successful?

Remove Distractions:

Silence anything that could interfere with your conversation, including your phone and email notifications on your computer.

Log on Early and Test Setup:

Be on time by setting up your computer and logging in to Teams – have the invite open to click on 'Join the meeting'

- What are you looking for in a job?
- What benefits are you looking for?
- How did you find this position?
- What are your career goals?
- Describe your current job responsibilities.
- What is your ideal management style?
- What motivates you?
- How do you manage your stress levels?
- Why should we hire you?

Carefully read the instructions: Employers may use this interview format to see if you have the ability to follow directions. Prior to recording, make sure you understand exactly what you should include in your video and how to submit it.

Adhere to time constraints and video format: Make sure you adhere to any time restraints, as employers are quite deliberate about them. Save your video in the format they specify, which may include specific instructions on how to name your video.

Find a quiet space with good lighting: Choose your recording space so that your face is free from any shadows. Choose a spot with a clean-looking background and avoid recording in front of a window.

The right equipment: Most employers understand if you only have a phone or basic webcam to use so if your audio equipment is pretty basic, make sure you speak loud and clear.

Take note of the deadline: Make sure to submit your video in by the deadline. Keep in mind, your video may take longer to record than you expect so plan for time to practice and record multiple times.

Practice, practice, practice: Before recording, write out what you want to say for each question. Practice your responses. Eventually, you want to be able to say your responses without reading a notecard and in a natural way. Sounding overly rehearsed may take away from the quality information you want to share. When recording, pretend you're talking directly to an interviewer.

Remember to be confident and smile: When it's time to record, try to get into a confident mindset. Don't forget you can rerecord your responses if needed. Remember when recording, make eye contact and smile at the camera.

Make sure to sit up straight and try to keep your body relatively still. While speaking in front of a camera may not be the most natural thing for you, try to come off as professional and charismatic during your interview.

Remember:

- Use a timer
- Look at the camera
- Use your authentic voice
- Dress for success!