

## **Preparing for a job interview**

Nervous about a pending job interview? Relax. Career Coach Max Eggert provides a step-by-step plan to making the best impression.

Since you don't go to interviews every week, being interviewed is not an everyday skill.

As it is not part of the Australian culture to hang tickets on yourself, most people would happily skip the job interview part of the selection process if they could.

It is important to remember that at interviews you are an applicant, not a supplicant.

You are presenting yourself, not selling yourself. Your role is to help the interviewer appreciate that you have all the skills, competencies and experience necessary to do the job on offer.

Interviewers do not have a crystal ball, which shows them your experience and abilities and how good you are.

Consequently, it is up to you as the interviewee to make the interviewer's job as easy as possible and that means talking fluently about who you are and, more importantly, what you have done.

This is not difficult or complicated.

To help prepare for an interview, ask yourself the following five questions:

- What competencies would they be looking for in this job?
- What experience have I against those competencies?
- What achievements at work should I talk about to demonstrate that I have those competencies?
- How can I quantify my selected achievements so that I can talk about them?
- What makes my candidature special over and above the other people on the short list and what can I say to prove or demonstrate my uniqueness?

In addition to this, you should practice your answers by talking out loud to yourself on those standard interview questions that get asked at almost every interview such as:

- What are your strengths/weaknesses?
- What do you think you can bring to this job?
- Why should we take you?
- What motivates you?
- What are your career aspirations?

And, of course, almost every interview concludes with: "Have you got any questions for us?"

Remember, if you do not tell the interviewer what you have done, he or she will have no reason to offer you the position.

This is not "selling" but "presenting". You must pass on as many relevant facts about yourself as possible to help the interviewer choose you.

Be successful!

\*Max Eggert is the chief psychologist of Transcareer based in western Sydney. He can be contacted via [max1@ozonline.com.au](mailto:max1@ozonline.com.au)