



Balance Recruitment Pty Ltd
Level 8, 9-13 Young Street
Sydney 2000
Tel: 02 9251 5166

www.balancerecruitment.com.au

Interview Advice

Preparation

- Make sure you've thoroughly read the job description and had a good look at the company's website. Understand the role and understand the business. Ask us if you want clarification on either of these aspects.
- Wear a suit. Even if it's not what you'd be wearing every day, it shows the interviewers that you're taking the interview process seriously.

Getting there

- Use Google maps to work out the precise location of your interview, and take the time to plan how you'll get there. Allow plenty of time to allow for bad traffic, trains running late, etc.
- If you are running late, don't panic.....call us as soon as you realise you are not going to be able to arrive on time. We will liaise with the interviewer, apologise on your behalf and inform the interviewer of when you are likely to arrive. Most employers are very understanding. Don't arrive too early either – 5 to 10 minutes is ideal. Arriving any earlier can put pressure on your interviewers if they're busy.

In the interview

- Switch off your mobile phone. Smile, offer a firm hand shake and introduce yourself by your full name. Remember to be courteous and polite to the Receptionist, too.
- The interviewer will generally ask you what you know about their company, the role and their business. Don not be afraid to spell out your understanding of the role, but do emphasize that any additional information would be welcome.
- Don't "jump in" with answers. Wait for the interviewer to finish their question before answering.
- Generally try to keep your answers short and to the point. Back up your answers with examples from your career.
- Be prepared to give 1 to 2 minute summary of each of the roles you've had through your career. Make sure you don't just focus on the technical aspects of

your role, be sure to talk about the businesses you worked for, reporting lines, team size and structures, etc. It shows you have an understanding of the business that extends beyond IT.

- Also expect a few behavioral or situation based questions (see Balances Behavioural Interviewing Guide for more details). Being prepared for these style of questions with relevant examples is very important.
- If you don't know an answer, be honest. Don't pretend you know and have a guess. There is a good chance you'll seriously damage your credibility.
- Be ready for HR style questions, too, even if they might have been covered at the initial interview with Balance Recruitment. Questions might include your motivation for leaving your current role, what core competencies you bring to the table, and why you should be chosen for the role. As much as this might sound old style, be prepared to articulate what your strengths and weaknesses are.
- Make sure you ask questions at the end of the interview – it shows that you're genuinely taking an interest. Good questions might be asking about plans for the business for the next few years, how the interview process is likely to unfold or does the company/team do much together socially, or how quickly they need someone on board.
- Depending on the nature of the role, allow minimum 60 minutes for the interview, more if the role is senior. If you have time constraints let the interview know at the beginning of the interview.

After the interview

- Call us immediately following your interview (9251 5166), we would love to know how you went and provide you some feedback on the interviewers impressions.