

A woman in a dark green blazer is shown from the waist up, celebrating with her arms raised and a joyful expression. She is surrounded by a shower of multi-colored confetti. The background is a light, textured surface. A semi-transparent teal vertical bar is on the right side of the image, containing the text.

Interview Guide: Prepare with **TRIUMPH**

TIPS TO PREPARE
FOR A SUCCESSFUL
INTERVIEW

YOUR LEGACY IS OUR BUSINESS

Build a career, leave a legacy

You have the ability to make an impact and leave a professional legacy!

Think of your current or future workplace; how do you want people to talk about you after you're gone?

A professional legacy is not defined at the end of the road but rather by the contributions, innovations and decisions made in the workplace by you and at different points in your career.

It is the small things you do now that can lead to real impact - this is your professional legacy.

The good news is there are some principles that can guide you through your career and help you to leave a lasting impact.

We suggest you start with understanding your WHY, this will ensure you connect with the purpose behind your career.

Consider your personal branding and about how you are perceived, viewed, thought and spoken about.

Ensure you have a learning mindset which will help you to see changes as opportunities or growth even when it's stressful or challenging.

Finally, legacy builders are mindful of the opportunity and the responsibility to serve the advancement of others, through networking and mentoring.

To succeed and create an extraordinary career, you must make decisions and take certain steps to continually develop and learn new skills. At Peopleconnexion we are more than your specialist recruitment partner. We want to support you and help you make the right career moves to build your legacy.

Over the last 15 years the Peopleconnexion Team have built a business that now operates throughout the APAC region with offices in Brisbane, Gold Coast, and Port Moresby in PNG. We have a track record of positively impacting the business we work with and have touched the careers of over 5,000 candidates in this time.

From all of us here at Peopleconnexion Recruitment, good luck for the adventure ahead!

If you have any questions, don't hesitate to reach out to us via your consultant or at: admin@peopleconnexion.com

Contents of this guide:

- Preparing for your interview
- How to answer interview questions

Preparing for your Interview with TRIUMPH

Congratulations on landing your interview!

Job interviews can sometimes be daunting, but they don't need to be, especially if you have prepared well in advance.

We will take you through the interview basics and some of our tried-and-tested interview tips with the TRIUMPH method, to help you master your upcoming interview.



Timing



Research



Impressions count



Understand the role



Master your interview
with **STAR**



Prepare for questions



Have confidence!
Speak from the heart



Timing

If your interview starts at 11am, don't arrive at 11am.

You need to ensure you arrive early, with enough time to find the venue, receive security clearance and fill out any application or visitor forms. We always suggest that you get there 15 minutes early.

But, it's not just about time...

Before you leave, you should ensure you are prepared and you have everything you need, including:

- The name, address and telephone number
- Resume
- Prepared questions



Research

Besides boosting your confidence, researching the company shows you are interested in the firm.

Find three facts about the company that resonates with you, so you can demonstrate your interest.

Take time out to research the following:

- Position description
- Key performance indicators
- Key accountabilities / responsibilities

The company:

- Your interviewers (LinkedIn or website)
- The company's values
- The organisational structure
- Company's digital presence
- LinkedIn
- Google
- Facebook and other socials
- Website



Impressions Count

DO

- Dress professionally – regardless of the job
- Greet your interviewer with a firm handshake and direct eye contact
- Maintain regular eye contact with your interviewer
- Avoid signs of nervousness – fidgeting, slouching or chewing nails
- Speak in a measured voice – not too loud or soft
- Smile and look relaxed
- Concentrate on your breathing and remember to take deep breaths

DON'T

- Chew gum / betel nut
- Have mobile phone on
- **DO NOT TAKE CALLS!**
- Arrive late
- Be rude
- Appear disinterested or be shy

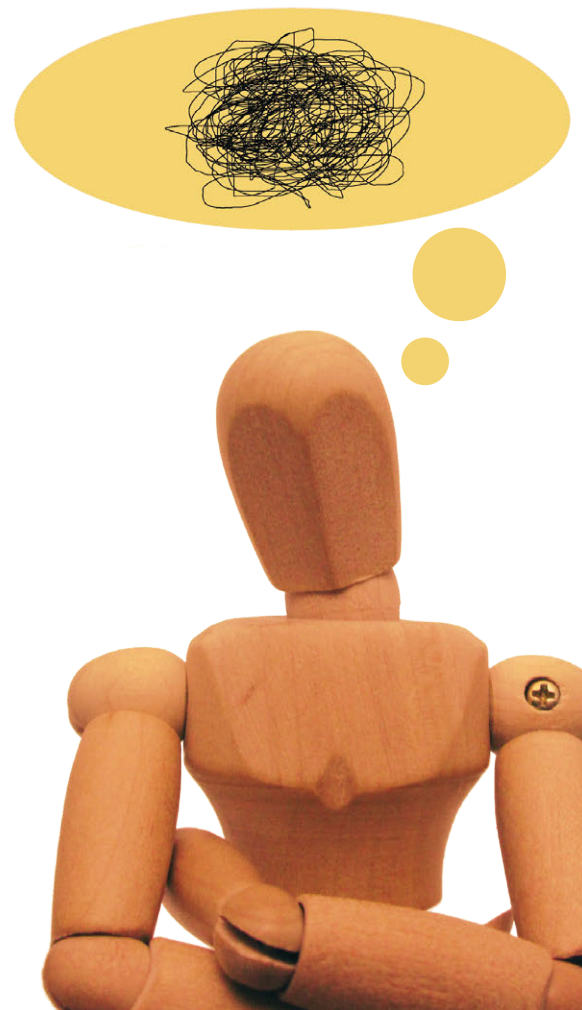


Understand the Role

From your research in the previous step, you would have researched about the organisation and the role.

Pair this with the role description and your application which addressed the requirements.

Start by thinking if you were in the role, what would be required of you on a day to day basis and think about how your core behavioural competencies and experience would align with this. This is an important stepping stone for the next part where you will begin to structure how you would answer questions in an interview.



Master your Interview with STAR



The STAR method is the best approach to demonstrate how you have the skills and competencies for the role.

You should use the STAR method when answering all scenario, or competency-based interview questions.

Following understanding the role in the previous step, think of situations where you have demonstrated a core competency and plan your answer using STAR.



What makes an effective STAR example?

Relevant:

Make sure that the example is relevant to the role and relates to the competency being explored.

Complex:

The task or project should have been long enough in duration and complex enough in terms of actions completed to adequately demonstrate the skills required at this level.

Impact:

Choose an example with impact in terms of scale, reach, growth, results delivered or improvement made for example.

Situation

Use an example from your current or previous job which would be relevant to the role you are applying for.

Choose an example that demonstrates the significance of your experience.

Task

Briefly describe what you were tasked with, your responsibilities and assignments for the situation.

A sentence or two is sufficient.

Action

This is the most important part of your answer.

Describe what you did in the situation and the task at hand - describe all of the actions, detailing each stage in the correct, logical order. Don't be afraid of being overly descriptive in this section.

Result

Talk about what you accomplished, what you delivered in terms of benefit, what you learnt and if appropriate, what you would do differently next time.

Give evidence to prove success and this can be in the form of figures or numbers, anything that will show just what a winning outcome you delivered.

The result can also be what you learned. Use this learning to help evidence your competency for the role and how you would apply the learning to this role.



Prepare for Questions

Besides preparing for questions which require you to demonstrate your competencies, you will be asked some other questions which traditionally can be difficult to know how to answer appropriately.

Here are some examples.

Tell me about yourself?

Most people really battle when asked this question.

Think of your experience like an executive summary and start with your main headliners. Begin with your most recent work experience and work back, your response should take about 5 minutes. Don't know how to pitch yourself? Check out [our guide](#).

What are your greatest strengths?

One of the most common interview questions.

Prepare for this by identifying which of your strengths are most relevant to the role. If you feel uncomfortable when thinking about this, ask a friend or colleague what they think you are good at. Use the STAR model from the last activity, to effectively articulate why you believe it to be a strength. It is really important that you prepare well for this question – it will be asked!

What are your weaknesses?

Think of the role that you are applying for and if there is an aspect in the job description that you don't meet, this would be the right time to address that.

These could be aspects of the role where your experience is not strong, a lack of industry exposure or unfamiliarity with a new technology or software. Create an action plan you can present to the interviewer addressing how you will improve these weaknesses.

What are your salary expectations?

Our best advice is to try and defer this question back to us.

Often this is important because you can be disregarded simply because the dollar expectations are too high or too low. When you work with one of our consultants, we will handle the negotiations for you to make sure you are marrying your expectations with market worth to get a fair deal.

Are you applying to other jobs?

It is common for candidates to be keeping their options open and meet with more than one company or be looking for a new position before having resigned from their current role.

Hardly anyone expects a candidate to say 'no'. You can say you are in the process of exploring several openings to find a fit for your potential, but try to avoid stating you are already weighting several offers.

What else might you be asked?

What interested you or motivated you to apply for the role?

Be sincere, positive and enthusiastic when answering. Mention how your skills and experience align with the role and what you are looking forward to doing the most.

Describe the type of culture you prefer to work in

Think about if you prefer to work best in a collaborative environment or prefer to work solo. Do you prefer face-paced environments or structured ones? How would your answers align with the company's values.

Why did you leave your last role? Or why are you looking to leave your current role?

Do not bad mouth your manager or company. Answer this by explaining if you are seeking to expand your skill set, progress your career, or looking for a new opportunity.

How do you handle stress?

Give an example of how you have handled stress in a previous job. Don't use examples where you put stress onto yourself, rather when you were working to tight deadlines or had competing priorities.

Why should we hire you?

Answer this question by emphasising your skills and how they will offer value to the role, the team and the business overall.

Do you think you are too qualified for this role?

Identify areas where the role might challenge you so even if you are over-qualified in skills or experience, you can address different opportunities the role presents.



Have Confidence!

Speak from the Heart

Have confidence and to believe in yourself!

While it may seem uncomfortable to be 'selling' yourself for something, don't forget that these are all things you already know how to do, you have been in this role and it is just about having confidence with your skills, competencies and aligning them with what the company is looking for.

An important part of having confidence is speaking from the heart and just being your natural self.

Start by taking deep breathes and giving yourself positive affirmations or messages such as 'I have got this'.

Speaking from the heart is not just about the words you say but engaging with your emotions and using the right tone to deliver what you want to say.

Start now!

Identify a core competency required for the role and consider a time you may have addressed that competency. Use the STAR method below to prepare for an answer.

Example questions and competencies

Adaptability Maintaining effectiveness in different situations, environments and cultures

Question: How is your present job affected by factors beyond your control? How do you deal with this? Give examples.

Initiative Engaging in proactive behaviour and seizing opportunities

Question: Have you found any ways to make your job easier or more rewarding? Give examples.

Tenacity Repeated and enduring efforts to overcome obstacles and/or to complete tasks

Question: Have you ever submitted good ideas to your superior and they did not take action on them? What did you do?

What was the situation?

What was the task?

What action was undertaken?

What was the result/outcome?

Build great teams that last.

Unlock success throughout your entire employee lifecycle, with Peopleconnexion's suite of talent solutions.

RECRUITMENT SERVICES

Peopleconnexion started as a recruitment company in the Engineering and Technical Industry and has grown in capacity to provide a variety of recruitment services across Australia and the Asia Pacific.

- Permanent recruitment
- Contract recruitment
- Executive search

PAYROLL MANAGEMENT

Peopleconnexion runs a Payroll Management system, which can manage your contract workforce for you, efficiently handling everything from onboarding, all insurance and OHSE through to timesheets, leave, expenses and compliance requirements.

- Contractor management
- Payroll and invoicing
- Onboarding and HSE

HR & TRAINING SOLUTIONS

Our tailored training programs are designed to accelerate leadership development, maximise team effectiveness prepare your organisation for the challenges of the future of work.

- Coaching and Mentoring
- Engagement Surveys
- Outplacement Services

Email

admin@peopleconnexion.com

Phone

+61 3333 1511 (Australia)
+ 67 5320 2185 (International)

peopleconnexion.com

Brisbane (HQ)

Level 7, 320 Adelaide Street
Brisbane, QLD 400
Australia

Gold Coast

6/75 Railway Street
Mudgeeraba, QLD 4213
Australia

Papua New Guinea

Ground Floor, United Church Building
Douglas Street, Port Moresby, NCD
Papua New Guinea