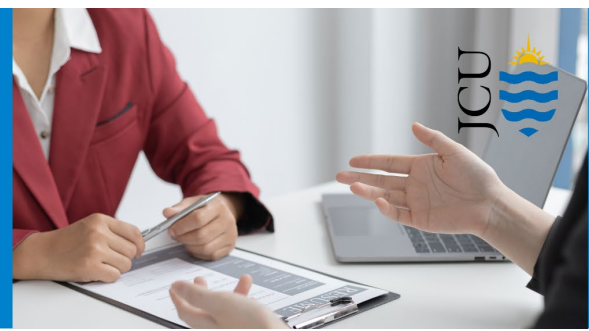


Ace your job interview

Be prepared | Be powerful | Perform



Congratulations! You've nailed your written application and have been shortlisted for an interview. It's time to prepare so you can confidently demonstrate why you're the right match for the role and make a memorable impression.



The three questions of recruitment

The job interview is the employer's opportunity to gather further evidence about your suitability for the role and their organisation. They are keen to see if your personality, attitude and approach to work fits their organisational culture and that you have the motivation and commitment to succeed. This is also an opportunity to provide further evidence of your knowledge, skills and experience relevant to the role.

Getting organised

The best way to deal with nerves associated with job interviews is to get organised. Here are a few tips:

- Confirm the format of the interview, the duration and who will be on the panel.
- Make sure you are familiar with the organisation by reviewing their website. Use this information to consider potential questions they may ask. Prepare and practise your responses to these questions.
- Many interviewers are happy for you to bring notes, and in many cases, it's actually seen as a sign of preparation and professionalism. Keep any notes brief – just key talking points to help jog your memory and stay focused.

Do your research

Deepen your understanding of the organisation and the requirements of the role. Review the role description. Identify the knowledge, skills and personal attributes needed for success. Explore the organisation's website and social media to gain insights into their:

- Vision, mission and values
- Strategic direction
- Relevant policies and procedures
- Team or leadership profiles
- Key services and/or programs
- Past achievements
- Current projects
- Target clientele

“37% of employers report that candidates lack an understanding of the organisation when applying for a job.”

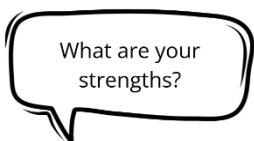
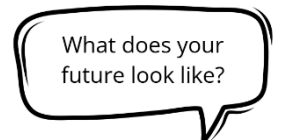
Common interview questions



Have your perfect pitch ready to go. Prepare a one to two minute summary explaining why **you** are a great candidate for **this role** in **this organisation**. Share what drives you, what you've learned through your studies or experience and the strengths or attributes you bring to the team.

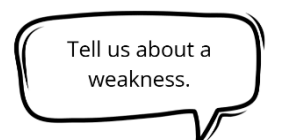
Interviewers are often interested in finding out:

- What do you want to achieve in your first 12 months?
- How would you describe your career goals over the next five years?
- What do you see will be the challenges you will face in your first year?



Choose technical skills and/or personal attributes relevant to the role. Support your claims with concrete examples showing how you've applied these skills in a practical setting such as work experience. Describe how you'll use these strengths to contribute to the team, support clients or enhance the organisation's culture.

Be honest about a personal or professional area you are working on, but be sure to choose something that doesn't compromise your compatibility with the role. It could be a skill you haven't had much experience with yet, or an area that's improving with time. Share how you've worked to overcome this weakness and outline what strategies you'll use to continue addressing it in the future.



Behavioural interview questions

Employers want to know **what can you do with what you know?** Behavioural questions ask you to draw on past experiences to demonstrate your knowledge, skills and attributes. These questions normally align closely with the role description and selection criteria.

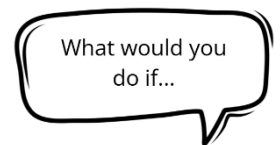


The STAR(L) model provides an effective structure to answer many of these questions:

- Situation** What was the context? Where did the experience occur? Keep it brief and relevant.
- Task** Describe the challenge and expectations. What needed to be done? What was required of *you*?
- Actions** What specific steps did you take to deliver the desired outcome? Focus on *your* contribution.
- Result** What was the outcome? Include any measurable or meaningful impact (qualitative/quantitative).
- Learning** Link what you learned from this experience with the role. How has it set you up for success?

Scenario interview questions

Scenario questions ask you how you would respond to a hypothetical situation. These questions assess your judgment, decision-making and problem-solving ability in situations that you may not have experienced directly. They help the interviewer understand your approach to challenges that may arise. In answering these questions, you may refer to a similar experience, explaining what you learned and how that would guide your actions.



Flip the script: What will you ask the interview panel?

Interviewers often invite you to ask questions at the end of the interview. It is a good idea to have some thoughtful questions ready to go to help you gain further insight into the role and the next steps. For example:

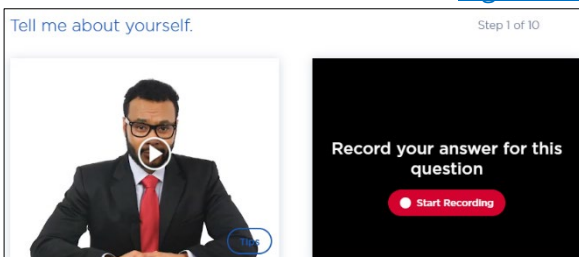
- What does success look like in this role after six months or a year?
- What support is available for a new graduate?
- What opportunities for professional development, mentoring or coaching are available?
- What are the next steps in the recruitment process? When would you like the successful candidate to start?

Final tips

- Choose an outfit that makes you feel confident and presents a professional image suitable for the setting.
- Greet the interviewers with confidence and be mindful of your eye contact, gestures and body language.
- Listen carefully to the questions. Seek clarification if you're unclear about what they are asking.
- For face-to-face interviews, plan your trip, where to park and get an idea of where in the building to go.
- For online interviews, get familiar with the platform (e.g. Zoom) and test your technology (connection, camera, microphone, volume). Consider your lighting, background, distance and position of the camera.

Big Interview – online interview practice

JCU students have exclusive access to [Big Interview](#) to help with interview preparation. Here you'll find:



- A video training program covering interview techniques.
- A comprehensive database of interview questions (including general, skills-based and job-specific questions), each with tailored tips for how to respond.
- Virtual mock interviews for all experience levels in over 20 industries.
- AI-powered feedback to refine your delivery.

Create your Big Interview account using your JCU email address.

Request a mock interview with the JCU Careers and Employability Team

Our team is here to help you prepare for your next job interview, whether you'd like coaching to help you formulate responses to potential questions, or you want to build your confidence and get feedback through a mock interview.

Schedule your personalised appointment through our [CareerHub](#).

