



[www.axial.com.au](http://www.axial.com.au)

[recruitment@axial.com.au](mailto:recruitment@axial.com.au)

1300 729 425

ABN 24165685730

## THE JOB INTERVIEW CHEAT SHEET

Interviews can be a nerve-wracking experience, especially if you haven't interviewed for a while or if you're really (super) keen on the job you're interviewing for. But with a few techniques, you can reduce your nerves and impress the interviewer with your calmness and composure.

Remember, no matter how confident or passionate you are you **have to prepare for each and every job interview**. Show your future bosses that you're smart and ready for anything — and that you can communicate clearly and not go off track. Take a good look at the following pointers we've put together to prepare for an interview.

- Look interested when you're seated by leaning slightly forward with the small of your back against the chair.
- Look the interviewer squarely in the nose — this way, you appear to be making eye contact. You look open and honest. More earnest honesty is communicated by upturned, open palms.
- Pause and think before answering a question to seem thoughtful and unflappable.
- Refer to your notes — this helps you look like someone who covers all the bases. Just don't make the mistake of holding on to your notes like they're a life preserver.
- If you find your voice sounds tight and creaky when you're nervous, try warming up before an interview or your next practice run.
- Concentrate on what you can do for the company, not on what the company can do for you.
- Focus on your skills and other factors that make you valuable immediately. Employers don't want to wait for six months before you deliver benefits to them.
- Present a fitting image for the job you seek. Walk it, talk it, and look it.

- Be confident and friendly. Maintain good eye contact, have a firm handshake, and smile frequently. Don't use first names unless asked to do so. Likeability is vital.
- Memorize a short speech that tells your story quickly.
- Don't chatter to fill a silence. You risk nervously blurting out harmful information. Instead ask a question: "Would you rather hear about my skills in A or B?"
- Avoid bringing up negative aspects from your employment history — unless you must to get ahead of the bad news that you're sure is coming. Don't ever trash your current or past employers.
- Don't ask about salary and benefits too soon. Use deft moves to avoid giving away your negotiating leverage when you go for your bottom-line pay even in tough times.
- Develop a storytelling knack — memorize short little true stories that support your claims of relevant skills and accomplishments.
- Don't leave without asking when a decision will be made and whether you can call back to check progress on the decision.

## **STAY POSITIVE DURING JOB INTERVIEWS**

The first rule of job interviewing is to project a favourable image of yourself. The second rule is to never forget the first. While the following tips may seem obvious, interviewers say that job seekers often stumble over the same blunders.

- **Relevant experience.** When asked whether you've had directly-related experience, say "yes" if you have and cite achievements proving it. If not, don't just say "no." Instead, comment that rarely are two jobs identical in every way, and that you are very interested in the job and give examples of how you handled common problems — such as cutting costs, dealing with disgruntled customers, managing difficult co-workers — that reveal your thinking processes, skills, and competencies.
- **Team relationships.** When discussing projects on which you worked, the interviewer may be listening to see whether you go beyond taking fair credit for your accomplishments — are you a credit hog? How often do you use the credit-grabbing pronoun "I" compared to the team-playing pronoun "we." Credit hogs may be unable to perform as team members.

- Departure reasons. Griping in detail about why you want to leave your present job reveals your values, raising suspicions that a new position would merely replay your frustrations. Will you ever be satisfied or are you a malcontent?

**Hint:** Record your answers to potential job interview questions. The next day, put yourself on the other side of the desk: Listen for what interviewers may be hearing. Do you sound like a winner?

### **THINGS YOU SHOULD NOT DO**

- Leg swinging
- Foot tapping
- Rocking from side to side
- Fiddling with your hair
- Waving around nervous hands
- Leaning back
- Crossing your arms
- Bowing your head frequently
- Darting your eyes
- Blinking slowly (comes across as lack of interest or slow thinking)
- Touching your mouth constantly
- Forgetting to smile

### **IF YOU FORGET ALL OF THE ABOVE, PLEASE TRY TO REMEMBER THIS ONE THING**

Memorise your main message and keep this in mind throughout the interview, tailoring your responses wherever possible. Get your skills and competencies, accomplishments and other qualifications down pat. Rehearse until you're comfortable answering questions and you've practised your basic presentation techniques.