

JOB INTERVIEW TIPS



An impressive interview is perhaps the most pivotal factor in securing the role you are seeking. We've put together a quick list of "Do's and Dont's" to help you shine in any interview.



DO

1 BE PUNCTUAL

Arrive early and allow yourself time to mentally prepare for the meeting ahead. In the case of video interviews, be the first one online.

2 BE PREPARED WITH YOUR PAPERWORK

Your recruitment consultant is well equipped to assist you remotely as well. They can continue to offer advice and assistance with setting up, preparing for and conducting remote job interviews. Recruitment agencies tend to get new jobs/assignments in daily so it's important to keep in regular contact with them to optimise all opportunities.

3 DRESS TO IMPRESS

Ensure you present yourself professionally and wear attire appropriate for the role and organisation.

Making a difference to the people making a difference

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DO

4 ASK INTELLIGENT QUESTIONS

Interviews are a two-way-street so come prepared with questions you would like to ask of your prospective employer to enable you to leave the interview well informed about the role, the expectations of you in the role and a view on the organisational culture and fit for you.

It's also important to consider the kinds of questions the employer will have for you and give the answers to those questions consideration ahead of the actual interview. This will help keep your answers clear and concise in the actual interview and prevent you from straying off track or sounding vague and unprepared.

5 COMMUNICATE CLEARLY AND CONCISELY

Articulate the answers to your interviewer's questions as clearly and concisely as you can and, wherever possible, provide concrete examples to support your point. Please also be mindful of over-familiarity. This is a professional job interview and as such professional conduct and language should be employed at all times.

6 ALWAYS FOLLOW UP AFTER AN INTERVIEW

After every interview, contact the person you met with to thank them for their time and the opportunity to meet, reiterate your interest in the role and briefly remind them of why you believe you'd be best suited for the job. Most often an email will be the most suitable means of following up but an additional hand-written thank you note can also help you stand out from the crowd. Prompt follow up is considered proper etiquette and best practice, whilst also demonstrating respect for the other person and enthusiasm for the role. If you do not have the employer's contact details, be sure to ask your recruiter for them.

The team at Curamoir Healthcare Recruitment are always here to assist with any aspect of your job search. Just drop us an email or give us a call to discuss how we can help.

 Donnchadh.Lawlor@Curamoir-hr.com.au  (02) 8355 7362

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DON'T

1 BE LATE

This creates a terrible first impression! If the interview is in person, map out your route to the location so you know how to get there and allow yourself time to beat the traffic or overcome any unexpected delays. If the interview is to be done via video, be sure to check all of your technology/equipment prior and make sure that you are in a quiet designated space and ready to go in advance of the scheduled meeting time.

2 FORGET THE IMPORTANCE OF MAKING A FIRST IMPRESSION

Start the meeting with a warm hello, a firm handshake (if in person) and by making direct eye contact. Utilising positive language - both verbal and body language - is key to making a good first impression, so be sure to start as you mean to go on.

3 SPEAK NEGATIVELY

A serious red flag for anybody interviewing a prospective employee is criticising or bad mouthing your previous employer or fellow employees. This will give the impression that you tend to focus on the negative and would rather complain than be part of a solution. Moreover, this sector can be quite closely knit and consequently, there is a chance that the hiring manager may know somebody connected with your previous employer- **be careful!**

4 SPEAK OVER THE TOP OF THE INTERVIEWER

A successful interview is as much about being a good listener as it is about being a smooth talker. Active listening demonstrates respect for the other person and solid interpersonal skills. If interviewing over zoom, remember that there may be a slight delay and therefore we recommend you avoid rushing into answering questions in case your interviewer has not finished speaking.

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