

STRATHFIELD COUNCIL

INTERVIEW TIPS

Preparing for your interview

Interviews generally take half an hour to an hour. Do not forget to make the most of this time and prepare beforehand. Here are some tips to get you started:

1. Read the position description and prepare any questions you want to ask at your interview. After noting the required skills, think of examples from your career and the qualities you have that demonstrate them.
2. Research Council by reading through our website or searching the Internet for any information or articles relating to Strathfield Council.
3. Take copies of your resume, references, qualifications and certificates in a folder.
4. Look up where the location of the interview is and plan how you will get there, making sure you allow plenty of time for traffic and finding parking. If you do happen to run late, call through to Human Resources to let them know.
5. Dress professionally. Wear business attire that is appropriate for the role, while still making sure you feel comfortable.

Questions you could ask in your interview

1. Why is this position available?
2. Can you explain your induction program and future training options?
3. What are the Council's strengths?
4. What would you like to see achieved in this role in the next 12 months?

During your Interview

Have prepared examples for responsibilities of the role, which could be targeted in the interview.

Examples you should prepare for include planning and organising, teamwork, taking initiative, conflict resolution, customer service, dealing with difficult people and working under pressure.

When answering competency based questions, set the scene and be specific using the STAR technique.

STAR Technique

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| Situation | Describe the situation you were in or the task you needed to accomplish. You must describe a specific event or situation, not a generalised description of what you have done in the past. This situation can be from a previous job, from a volunteer experience, or any relevant event. |
| Task | |
| Action | Describe the action you took to complete the task. Focus on what <i>you</i> did, rather than your team, boss or co-workers. |
| Result | What was the result generated by the action taken? How did the event end? What did you accomplish? What did you learn? |

Good Luck!