

Strategies for Finding a Job Preparing for an Interview



Preparing for an interview

Find out all you can about the organisation. This way you will be better prepared and can show the organisation you took the time to research them and know more; this shows initiative.

Some things to look at:

- The organisation's mission and vision
- The products and/or services it offers
- The target market
- The workplace culture
- Who are the important people (CEO, board etc)

Questions you could be asked

Interviews can have some tricky questions, but some things that you can think about are:

- Pinpoint your **strengths** and think of instances that show that you have the skills to be successful in this job
- Employers could ask about your **weaknesses** - think of ways you can answer these questions in a positive way - answer with a weakness that doesn't relate to the role you've applied for or state how you're currently working to improve a weakness. For example, if your weakness is around confrontation you could say *"In the past I have found myself compromising what I wanted in order to keep the peace. This was a problem because there are times when you need to tell people things they might not want to hear. Since then I've realised this is a weakness and I've worked hard to overcome it by taking it as an opportunity to practice being more assertive without coming across as difficult etc"*
- If you get asked about a **challenge or conflict** at work, focus on how you handled the situation professionally and positively. Try to demonstrate a successful resolution, compromise, and professional conduct.
- If you get asked about a **gap** in your skills or knowledge, express your enthusiasm for developing the right skills. For example, if asked *"can you use Microsoft office?"*, you could say *"I am confident in MS programs like word, excel, etc however I am quick to learn new things"*.