



Find your
dream job!

Interview like a pro!



**Frontline
Recruitment**

1. Do your research and prepare

Congratulations on securing an interview!

Preparation is key. Make sure you go into the interview understanding the company and their place in the market. The objective is to have good overall knowledge of the business.

We advise that you:

- ✔ Visit their location if possible!
- ✔ Look through the company website, including its careers page and job boards with active job openings.
- ✔ Jump on LinkedIn and check out the profiles of key contacts.

There is a common belief that some interviews tend to make hiring decisions within a few minutes of meeting a candidate.

This is why it is so important to take the time to prepare for your interview and make those critical first minutes count, because the way you talk, move and present yourself can make or break your chances of scoring your dream job.

If so, you need to choose the right clothes and accessories to match this image. Smart, contemporary and clean is a winning look. Have your clothes ready the day before and check that they are clean and ironed.



2.

What to expect in your interview

The first interview is crucial in the process. It gives employers a glimpse into your personality, capabilities, and key behaviours.

Be sure to arrive 5-10 minutes before the interview. Being 'too early' could make the interviewer stressed if they have commitments prior to your scheduled time.

If you are driving to the interview, be sure to allocate some time if you get delayed or can't find the location. It can be handy to have a contact number read on the off-chance that you come into any issues before you arrive onsite or online.

Know What You Want To Say

What do you really want to say about yourself in the interview? Do you want your interviewer to know that you're a calm, confident, professional candidate who would blitz the job?

Think about the energy you want to give off. Take time before the interview to get yourself in a positive head space – focussed, friendly and above all interested in the job and the company.

Know How You Want To Say It

Body language is everything in an interview. An open stance, direct eye contact and a friendly smile go a long way to impressing your recruiter.

- ✓ Shake hands firmly on entering the room.
- ✓ Sit up straight with shoulders back.
- ✓ Lean in a little while talking.
- ✓ Mirror your interviewer.
- ✓ Nod and smile at intervals.
- ✓ Keep your arms and legs uncrossed.

If you have more than one interviewer, make sure to move your gaze from the person asking the question to their colleagues, then back again.

Above All, Be Authentic

Don't focus so much on all the behavioural 'shoulds' that you forget how to be yourself. Your recruiters will know if you are trying too hard, so it's important to be able to let go a bit.

Once you've done all your initial preparation, ease up on yourself when interview day rolls around. This way you're more likely to appear natural and calm in your interview.

Avoid simple 'yes' and 'no' answers, allowing yourself to get involved in a real discussion or exchange with the interviewer. This will add depth to your presentation and give you a chance to show what you're made of.



3.

Waiting it out

Following up a job interview has the potential to give you a clear advantage over other candidates, putting you front and centre of the recruiter's mind, however sometimes it can be a risky venture.

Do you call, email or post a response? What do you say? How do you say it? And will any kind of follow-up look too eager to potential employers?

Using some simple guidelines, you can ensure that you leave a positive impression when making first contact after your interview.

End Your Job Interview On The Right Note

Lay your follow-up groundwork at the end of the interview itself. Don't be afraid to clarify the next steps in the recruitment process for the role.

The interviewer might say it will be a lengthy process, or a decision will be made within the week. This gives you a timeline for your response, and something to refer to when you make contact.

Choose Your Follow-Up Method

Whichever method you select, make your communication clear, concise and low-key.

Phone call. This is a quick and direct way to contact your recruiter, though you might find yourself leaving messages if they're hard to get hold of.

Use Your Follow-Up Wisely

However you decide to follow up, it's worth being clear about what you're trying to achieve.

There are several different things you can convey when you make contact:

- ✓ A simple thank you. It's surprising how effective a thank you note can be. Thank your recruiter/s for the chance to meet and discuss the possibilities of the role.
- ✓ Point out what you learned at the interview. We all take something from our interviews – perhaps we realise an overlooked strength or learn something new about the company or job position. Mentioning this shows interest, self-awareness and ability to learn.
- ✓ Avoid the word 'interview'. Talk about the interview in terms of a 'meeting' or 'discussion' to convey the idea of a gathering of equals. This indicates self-respect.
- ✓ Offer useful information. Is there anything you can offer the recruiter to show your level of knowledge and interest? If you referenced a website or achievement in the interview, send them the relevant link to browse.
- ✓ Add some news about yourself. It's very common to overlook something at the interview. Having mullered over the interview, give a brief piece of new information which enhances your chance of being selected.

4.

The Outcome

Were you offered a second interview?

YES



Congratulations! You've survived the first round and have been invited back for a second interview. Recruiters will use this to ramp up the pressure and examine your job suitability in even more detail.

Time to prepare for your next round!

NO



Be proud of yourself. Interviewing can be a very daunting experience so make sure you are not too hard on yourself. Each interview will help set you up for the next opportunity that may arise, so stay positive.

Throughout the rejection be sure to handle the situation well – it's important to maintain your relationship as you may have a second chance to work with them later on down the track... You never know what might happen. Be sure to thank your interviewer for their time and the opportunity.

It's important to note that thorough feedback may not always be provided, as candidates are often rejected because of an interviewer's gut feeling – despite meeting the technical skills of the job. Although rejection is disappointing, throughout each downfall will build upon your resilience which will benefit you throughout all aspects of your life.

Keep your head up and keep on searching!



Checklist

- ✓ Do your research on the company
- ✓ Look up the location beforehand and have a contact number handy
- ✓ Be authentic when talking about yourself. Also remember to back yourself!
- ✓ Be proud of yourself. Try not to put yourself down for something you said or did in the interview, you're only human at the end of the day
- ✓ Be willing and open to take onboard feedback
- ✓ Plan your outfit and have it ready to go
- ✓ Stay in touch with your recruiter often as they are a true advocate for you in your job search



All the best in your job journey. Please don't hesitate to reach out if you're in need of any assistance throughout the process. Good luck.

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