



5 Tips for preparing for your interview

Interviews provide an opportunity for you to share your strengths and abilities in ways that may not be as noticeable in a CV, as well as providing examples of your skills and experience. This can be uncomfortable at times and doesn't always come easily. Try to view the situation as an opportunity to;

- Find out more about the role and the team you may be joining
- Learn more about the culture and ways of doing things
- Ask as many questions as you need to understand if this is the right role and team for you
- Be yourself, so you can find a role that best suits you

#1

Research The Company

Acquaint yourself with the company's purpose, values and history and make sure you know who is interviewing you.

#2

Practice Your Answers

Read the job description carefully and think about how you'll answer questions about your ability and experience.

#3

Create a Good Impression

Dress appropriately and professionally. Speak clearly and stay focused. Be positive and professional. Share your skills and show your interest for the role.

#4

Have Your Questions Prepared

Print out your CV to refer to and make a note of all the questions you have about the role, team, culture, etc. to ensure you use the time to ask these.

#5

Follow Up

If you would like, you can always follow-up with the interviewer or recruiter following the interview, especially if you feel like you still have questions about the role.



5 tips for Preparing for your video interview

#1

Be Prepared

Read the interview instructions carefully and make sure you have the applicable application (e.g. Microsoft Teams, Zoom) installed on your device. Ensure your internet connection is stable and organise a test with your talent rep if you like, to check everything is working ahead of the interview.

#2

Prepare your Environment

Set yourself up in a quiet environment free from distraction to allow your full focus to be on the interview. Ensure you are comfortable, free from clutter, and have good lighting. Use headphones if this will help to drown out any background noise.

#3

Think about how you show up

Present yourself as if you were attending the interview in person. Position yourself in front of your camera so that we can clearly see you. If using your phone, prop it up on something in front of you so it is stable and unmoving and your hands can be free.

#4

Confirm all is going well

Make sure you introduce yourself to each of the panel members and confirm that they can hear and see you well enough.

#5

Follow Up

After the interview, you can follow up to confirm if anything was not clear due to the technology and be prepared to possibly answer a question or two again if asked to.



Preparing for behavioural-based interviews

Here at Manukau Institute of Technology (MIT) | Te Pūkenga we ask behaviour-based pātai (questions) in our interviews. We want to know how you would think and act in certain situations, and whether you demonstrate the skills and qualities that are required for the position.

Behavioural questions usually begin with a statement like: 'Tell me about a time when...' or 'Can you describe a situation where...' In your answer you must discuss a specific situation in which you demonstrated the skills the interviewers are referring to.

To answer these types of pātai (questions), use the S.T.A.R technique below:



SITUATION

Describe a situation that you have been in. This needs to be one specific example instead of a generalised description of what you have done in the past. Be sure to give enough detail for the interview panel to understand.



TASK

Describe your role in the situation, including what was expected of you and any tasks or projects you needed to complete.



Action

Describe the action you took and be sure to keep the focus on you. If discussing a group project, describe your individual efforts and not that of the whole team. Don't say what you might do, explain what you did specifically.



RESULT

What happened/how did the event end? What did you accomplish and what did you learn from the experience? If the example didn't have a desired outcome, explain what you learnt and what you would do differently next time.