



Top tips for interview preparation

CAREER SUPPORT FROM TAL AND CAREER MANAGEMENT SERVICES

Interviews are part of a process designed to narrow the volume of applicants, so if you've secured a face-to-face or video interview, you're one step closer to a job offer.

Interviews let you showcase why you're the most suitable person for the role by giving recruiters or hiring managers the opportunity to get to know you, how you engage with others and how effectively you communicate.

This guide provides CMS' top tips for an interview.



HELPING YOU GET BACK INTO THE WORKFORCE

As a leader in the life insurance industry, TAL has always been focused on helping Australians through life's biggest challenges. In these challenging times, we understand it's not just lives, but also jobs and livelihoods that are at risk due to the economic impacts of COVID-19.

That's why TAL has partnered with Career Management Services (CMS) to provide resources, tools and expertise to super fund members if your employment has been impacted or you're facing uncertainty about your career and the job market because of the pandemic.

ABOUT TAL

TAL is a leading Australian life insurer, helping people protect what matters most in their lives for 150 years. Together with its partners, TAL provides life insurance and disability benefits to over 4 million Australians and in 2019, paid over \$2.3 billion in claims to more than 34,000 customers. TAL partners with leading superannuation funds to provide members with options to protect their future choices with insurance through super.

ABOUT CAREER MANAGEMENT SERVICES

CMS is a leading personalised career services provider that helps Australians transition into new roles based on their individual requirements and career needs. CMS have a comprehensive knowledge and understanding of the Australian job market, drawing on extensive experience in career transition support.

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How to prepare

It's sometimes hard to know where to start when preparing for your job interview, but it can help to break it down into three simple questions:

- 1 What will you be doing in the role? The more accurately you understand what the job specifically entails, the more effectively you can match your answers to suit.
- 2 What's the company's mission statement and core values? With many organisations now hiring based on a 'culture fit', it's important to know the corporate message. Do some research and use this knowledge as a conversation starter.
- 3 Finally, if you're travelling to the interview, either via public transport, rideshare or in your own car, make sure you plan your route beforehand so you're not rushing or stressed on the day.

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Keep it positive and professional

Make sure you get a good night's sleep before your interview and, though it may sound cliché, dress to impress. Appear presentable and confident: the right outfit can highlight your professionalism and fit for the position. First impressions count, so arrive 10 to 15 minutes early. Avoid fidgeting or nail-biting, try to stay calm by breathing steadily, and make eye contact when you meet your interviewers.

3

Think about what they might ask

Take some time to understand the role from an employer's point of view. Read the job description and think about the role and the questions you would ask if you were hiring for this position. This will give you a clue to some of the questions that they may ask. Practice your answers.

Some typical questions include:

- Tell me about yourself?
- Why do you feel you are a good fit for the role?
- What attracted you to the role?
- What do you know about our organisation?
- What do you think your weaknesses are?

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During the interview

Remember that an interview isn't an interrogation. It's a two-way conversation designed to evaluate if you're right for the role, but also if the position and organisation is right for you. Answer questions confidently, transparently and succinctly. If you don't know how to answer a certain question, tell the interviewer and ask them to rephrase it until you can formulate an accurate answer. Listen carefully, don't interrupt and keep your answers clear and short, using examples from your past employment.

5

Follow up

The next step to position yourself as a top candidate for the role is to follow up with a thank you email or letter. When you follow-up, reaffirm your interest in the role to show that you're keen and likely to accept an offer if it's made. Stay relevant by thanking the interviewers involved and asking about the next step in the process. The follow up may be your point of difference, making you stand out from the rest of the candidates.

For your next job interview, prepare yourself, dress well, arrive early, listen carefully and engage. Smile and take a deep breath. You're now equipped with the tools to excel in any job interview, so good luck!



TOOLS AND RESOURCES TO HELP YOU SUCCEED



Start your job search today

If you're feeling confident and ready to continue your job search, we're providing access to the CMS **job search portal**. Updated daily, new jobs and hiring opportunities are posted by sector or industry with technical and professional roles covered.



Need some extra support?

If you think you'd benefit from some personal advice, CMS' experienced consultants have recruited and coached through previous economic downturns and can provide tailored career, job search and career transition support. As a member of a TAL partner super fund, you can claim 10% discount on CMS services. Call **1300 588 088** and quote the special code *TALSUPPORT20* or click [here](#) to learn more.

