



## Resources to help you ace your interview

Congratulations on moving to the next stage of the recruitment process! In this document we would like to share some interview preparation strategies to help you ace your interview.

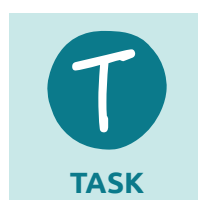
### Essential tips for a successful job interview

1. Research the company.
2. Read the position description.
3. Expect questions from the interview panel.
4. Remember good manners and body language can set great impressions.
5. Think about first impressions.
6. Use the STAR Method when responding to questions.
7. Remember to ask questions.
8. Close on a positive note.

### STAR INTERVIEW TECHNIQUE



Describe the situation you were in.



Describe the task you had to do

*Highlight:*

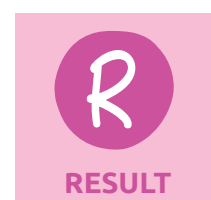
- challenges
- constraints
- deadlines
- issues etc.



Describe the action you took

*Highlight:*

- teamwork
- leadership
- initiative
- integrity etc.



Describe the outcome of your actions

*Highlight:*

- achievements
- improvements
- cost saving
- delivery etc.

### How to prepare for face-to-face or virtual interview



#### Face-to-face

- Arrive 15 minutes early.
- Bring your ID.
- Bring any valid compliance checks/documents.
- Dress appropriately.

#### Virtual

- Test Microsoft Teams link prior to interview to ensure it works and arrive 5 minutes early.
- Test network connections/technology.
- Eliminate any distractions and ensure you are in a quiet area.

## Examples of generic interview questions

Generic interview questions help the interviewer learn more about you and how well you would fit in with their team. Some examples of such questions are:

- Tell me about yourself?
- What interests you about this role?
- What are your strengths & weaknesses?
- What is your greatest accomplishment?
- What motivates you?
- How would your work colleagues describe you?

## Examples of scenario based questions

Scenario based questions present candidates with hypothetical situations or challenges relevant to the job they are applying for. Some scenario based questions you may be asked are:

- Provide an instance where you had to prioritise multiple tasks with competing deadlines. How did you manage your time?
- Give an example of a situation where you faced conflict with a coworker. How did you resolve it?
- Tell me about a time when you went above and beyond your job duties.
- Tell me about a time when you faced a challenging situation at work.
- Can you share a time you had to deal with a difficult customer/client?

## NORTHCOTT VALUES



**Innovative** because we develop new ideas and solutions with creativity in anticipation of changing needs



**Respectful** because we believe that everyone's voice is unique and that they have the right to be heard



**Brave** because we have the courage to stand up for people with all abilities even in the face of adversity