

The Ultimate Interview Guide for Job Seekers



Introduction and Purpose

At Barclay Recruitment, we go beyond filling roles.

We genuinely care about your career aspirations.

Our team understands the importance of finding a role that matches your skills, but also aligns with your values, passion, and long-term goals. This ensures not only a successful placement but also an environment where you can thrive, grow, and achieve your best.

Whether you're actively seeking a new position or just curious about potential opportunities, we're here to guide, advise, and connect.

We aim to ensure that you feel valued, understood, and excited about the next step in their career journey.





Preparing for the Interview

Conduct thorough research on the company and the role you are applying for.

Ensure that all relevant documents are up-to-date and well-prepared.

Mark the interview date and time in your calendar and set reminders to avoid confusion.

Practice common interview questions by simulating the interview process with a friend or family member.

Choose a professional and appropriate outfit that makes you feel confident and comfortable.

How to Dress for Success

Make sure that you have a stable internet connection.

Choose a quiet, well-lit space that is free from distractions.

Test your camera and microphone in advance to avoid any technical issues.

Dress professionally, just as you would for an in-person interview.

Close unnecessary tabs or applications on your computer to minimise interruptions.





During the Interview

Arrive on time, or even a bit early.

Dress appropriately based on the industry and position you're applying for.

Show attentiveness by maintaining eye contact, offering a firm handshake, and sitting up straight.

Emphasise your skills and experience while asking for feedback on next steps.

Prepare a list of insightful questions for the interviewer.

Virtual Interview Tips

Make sure that you have a stable internet connection.

Choose a quiet, well-lit space that is free from distractions.

Test your camera and microphone in advance to avoid any technical issues.

Dress professionally, just as you would for an in-person interview.

Close unnecessary tabs or applications on your computer to minimize interruptions.



Interview Questions to Expect

BEHAVIOURAL

Behavioural interview questions are designed to evaluate how you deal with specific situations.

Here's are some examples:

- Describe a challenging situation at work and how you handled it.
- Tell me about a time you worked with a colleague with a different working style than yours.

TECHNICAL

Technical interview questions assess your specific skills and knowledge necessary for a particular job.

Here are some examples:

- Describe a time you used CAD software to solve a design problem.
- How do you ensure compliance with local building codes and regulations?

SITUATIONAL

These hypothetical, job-related situations to assess your problem-solving skills and judgment.

Here are some examples:

- How would you handle a disagreement within your team?
- How would you handle a situation where a team member consistently underperforms?

PERSONALITY

These questions give interviewers insights into your character, values, and cultural fit.

Here are some examples:

- What motivates you to do your best work, even in challenging times?
- How do you prioritise tasks when faced with multiple urgent deadlines simultaneously?



Communicate Effectively

Maintain eye contact to show attentiveness, offer a firm handshake, and sit up straight.

Actively listen and pay close attention to the interviewer's questions, ensuring you understand what's being asked.

Gather your thoughts before answering.

Use the STAR method (Situation, Task, Action, Result) when responding to interview questions.

If you're unsure about a question or need more context, don't hesitate to ask and clarify.

Questions to Ask Your Interviewer

COMPANY CULTURE

Ask questions that help you understand if the company's values align with yours and whether you can thrive in its environment.

Here's are some examples:

- Can you describe the company's culture?
- How does your work environment contribute to employee well-being and work-life balance?

ROLE EXPECTATIONS

Seek clarity on your potential future responsibilities and the impact you're expected to make.

Here are some examples:

- Can you elaborate on the key deliverables for this role?
- What are the KPIs and benchmarks for success in month 1, 3, 6 and 12?

GROWTH & DEVELOPMENT

Understand the career progression and learning opportunities available to see if they match your aspirations.

Here are some examples:

- Could you expound on the professional development opportunities?
- How does the company support employee growth and development?

PERFORMANCE REVIEWS

Gain insights into how performance is evaluated and how feedback is delivered to ensure continuous learning and improvement.

Here are some examples:

- Can you please explain the company's performance review process?
- How and how often is feedback provided to employees?

After the Interview

Thank the interviewer for their time and express continued interest in the position.

Follow up with a thank you email or handwritten note within 24 hours.

If you haven't received feedback after 72 hours, send a polite follow-up and express your continued interest in the position.

Reflect on what went well and areas for improvement in the interview.

Continue exploring other opportunities until you have a confirmed job offer.





More Best Practices

Demonstrate your enthusiasm by talking about specific aspects of the job or company that appeal to you.

Ask questions about the role and the company, and express eagerness to contribute and be a part of the team.

Practice deep breathing techniques, maintain a positive mindset, and pause to collect your thoughts before answering each question.

If you feel anxious, acknowledge your feelings and refocus on the conversation.

Structure your responses, avoid unnecessary details, and stick to the main points.

Additional Helpful Resources

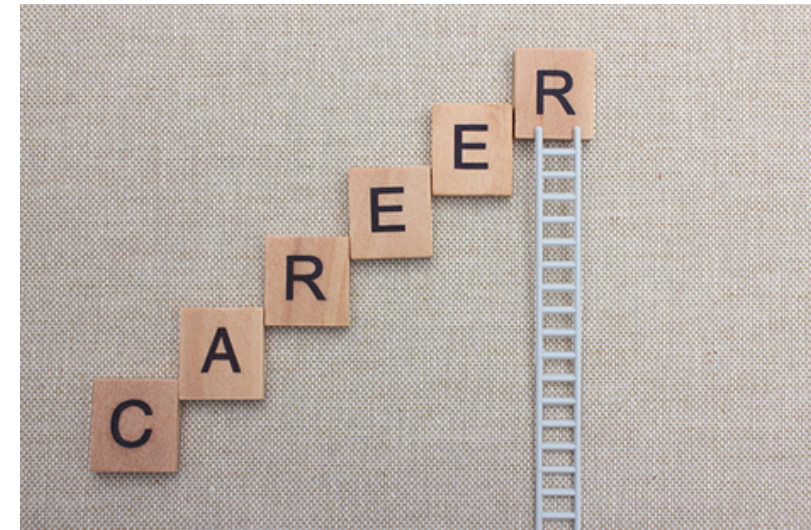
Check out these candidate blogs in our website (titles are linked below).



Navigating the Job Search:
Strategies for Finding
Hidden Opportunities



How To Create Powerful
Resume Statements



Your Resume needs CARBs



Smart Questions to Ask at
the End of Your Next Job
Interview

We Wish You All the Best!

Thank you for considering opportunities with us.

Your time, effort, and interest are highly valued.

We understand that interviews can be challenging, and we commend your dedication and enthusiasm.

Regardless of the outcome, we hope that this guide has been helpful and that your experience with us is positive and enriching.

We wish you the very best of luck in your interview and your pursuit of new and fulfilling career opportunities.



We Wish You All the Best!

Should you have any further questions, need clarifications, or require additional information, please feel free to reach out.

We are here to assist you every step of the way and ensure that your experience with us is seamless and supportive.



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