

Fact sheet – How to nail that interview

Interviews can sometimes be an overwhelming experience for some people. So, the better prepared you are, the more relaxed and comfortable you will be.

Here's a few interview tips and suggestions to help boost your preparation.

Do your research on Metro South Health, the relevant facility, the service unit, or the department.



Prepare, prepare, prepare: Re-read the role description – be clear on the role, skills, and accountabilities. Review your resume and statement - remember what details you have included about yourself.

Dress for success: First impression speaks volumes, and this includes your physical attire, so aim to be neat, tidy, and well-groomed.



Take relevant documents: Bring any documentation that you feel will support your application. Feel free to bring notes and work examples to refer/share with the panel during your interview.

Don't forget attitude: Attitude is everything so having a positive attitude is important! A positive attitude will cultivate a positive mindset and help you feel more powerful and energetic!

Calm your nerves: The selection panel members understand that interviews can be an overwhelming experience so practice your main talking points if you're nervous and remember to breathe and slow down.

Eye contact: Making eye contact is one of the strongest forms of nonverbal communication.

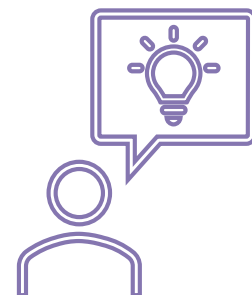
It is important to make eye contact, but selection panel members know that sometimes it can be tricky to make or keep constant eye contact.

Please touch base with the nominated contact person for a confidential discussion on how we can ensure the recruitment process does not present you with any potential barriers.

Interview questions: Be prepared to give well thought out and clear responses to interview questions. Provide more than one-word responses when required but also pick up on the panel member cues and don't go into too much unnecessary detail.

You may be asked values, behavioural, competency or situational-based interview questions so be prepared to provide some real-life examples from your experience and/or previous work/placements.

Refrain from saying things like 'etc.' or 'you know what I mean' and don't forget to use the



STAR approach to help frame your response to questions.

Listen carefully: It's easy to miss something important during an interview. So, if you're not sure, ask the panel member to repeat the question.



Body language: Posture, facial expression and gestures add strength to your verbal message and helps you feel more confident, puts you in a better mood and communicates openness.

Be aware of your nervous tendencies and have a strategy to assist you, but selection panel members know that sometimes it can be tricky to manage our body movements.

Please touch base with the nominated contact person for a confidential discussion on how we can ensure the recruitment process does not present you with any potential barriers.

Be yourself: You want to come across as genuine and authentic during an interview. This is your opportunity to express yourself off paper so try to loosen up your mindset and look for cues from the panel.

Showing a genuine interest in our organisation and demonstrating a willingness to learn can help you stand out in the process.

Arrive on time: Make sure you check and confirm address details, check if there is parking nearby or public transport. Always allow extra time for traffic, finding the venue, room and to calm yourself.



If you are running late let the nominated contact person know.

Questions: The selection panel at the end will ask if you have any questions and this is an opportunity for you to find out if this is the right role for you so be prepared with relevant questions.



Example questions could be:

- What does the training / induction plan look like?
- How many people work within this team?
- What are the current challenges faced by the team/department?
- What do you enjoy most about working here?
- What is your management style for the team?
- What could be a progression opportunity from this role if successful?
- What should I expect in my first 3 months if successful?

Metro South Health is committed to ensuring everyone has an opportunity to show their eligibility and suitability for a role. To ensure we can meet the needs of applicants throughout the recruitment process reasonable adjustments may be considered so that the recruitment process does not present potential barriers and allows applicants to take part in a way that is inclusive, flexible, unbiased, culturally safe, and accessible.

Please contact the person listed on the role description for a confidential discussion on how we can ensure the recruitment process does not present you with any potential barriers. You can be confident that the selection panel respects your right to confidentiality and privacy.