



5 TIPS FOR NAILING A JOB INTERVIEW

ALL THE ESSENTIAL PREP TO BE THE STAND-OUT CANDIDATE EVERY TIME

So you've made the decision you want a new job, you've sent an application in, yet the idea of being interviewed fills you with dread. Perhaps it's something you haven't done for years or, when you have interviewed, it hasn't gone well. According to Amalia Chilianis, author of *Work-a-holistic: A Practical Guide to Changing Your Career*, you're not alone. "Performing confidently at interviews doesn't come naturally to many people. Most find it difficult to promote themselves and

talk about what they're good at, their experience, and achievements," she says. "However, if you understand how to interview well it's less daunting and more likely you'll land that new job."

1 PREPARATION IS KEY

Take notes in preparation for the interview. Study the job advertisement and make sure you understand the job criteria and the experience they are looking for. Research both the business and the people you are meeting with. Review the 'Careers' or 'About' pages on

their website to build your understanding, and review their social media and any other information you can find.

2 BACK UP YOUR ANSWERS

Most interviews are conducted in what is called a behavioural interview format. This is based on the premise that if you can demonstrate you have done similar work successfully before, then you are likely to be able to do it again. To help you answer interview questions well, follow the BAR format – Background, Actions, Results. Explain the background to the situation,

the actions you took and the results achieved.

3 NUMBERS COUNT

When you talk about the things you've done and the results you've achieved, using numbers differentiates you from the competition and makes you stand out as the most suitable candidate for the job. Things like talking about any improvements, increases, achievements, size or scope of work. For example, "I exceeded retail sales targets" is a great achievement. However, to make it even better, "I regularly exceeded the

weekly sales by 10 per cent, achieving \$1100 in sales against a \$1000 target."

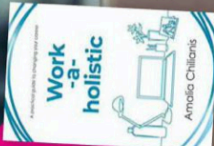
4 BUILD A CONNECTION

The reality of the interview process is that people are assessing whether they like you. Then they determine whether you are right for the job. So, your goal is to try to build a connection with the people interviewing you in a short time. Be respectful, using please and thank you, and share something about yourself that you might have in common with the interviewers. Show genuine

Words: Andrea Black



Amalia Chilianis is the author of *Work-a-holistic: A Practical Guide to Changing Your Career* (Publish Central, \$29.95), and a career and capability development expert. Find out more at amaliachilianis.com



THE LOWDOWN ON LIFE INSURANCE

USE THIS QUICK GUIDE TO ASSESS WHEN AND IF YOU MIGHT NEED IT

COMPARE POLICIES
According to finder.com.au, we often take out life insurance at one of four significant moments in life – having kids, buying a house, changes to financial situations or getting married. They offer a free online service where you can decide if you need it, depending on what stage you are in, life, and then compare life insurance policies to find the right one for you.

TRY THE CALCULATOR
According to government site [MoneySmart \(moneysmart.gov.au\)](http://MoneySmart (moneysmart.gov.au)), when looking at a life insurance policy, it's important to check what is and isn't covered, including definitions for medical conditions and pre-existing conditions. "To get the most out of your life insurance,

consider your own needs, circumstances and medical history," the site advises. MoneySmart also has a handy calculator tool to determine whether you might need life insurance.

REVIEW WHAT YOUR SUPERANNUATION COVERS

Most of us have some sort of cover in our superannuation fund, health insurance or WorkCover policy. However, according to finder.com.au, what most people don't know is the default cover provided is usually only a portion of what we will require in the event of death, serious illness or injury (sometimes as little as 20 per cent). If you are unsure, it is worth checking your policy.