

# RADLEY group

Our People Your Success

Pre-Interview Preparation

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What do you know about our organisation and our industry?

Research the company prior to the interview

- Search the web
- Call the company and ask for a company brochure or annual report
- Read relevant publications such as BRW & The Financial Review

Why would you like to work for our organisation?

Ideally you will be seeking to expand your career in a particular department and you can talk about the challenges involved with this.

Other examples include:

- Career opportunities
- Training and development,
- Professional reputation and image.

What is your understanding of the position you have applied for?

Ensure you have a sound understanding from your consultant prior to the interview - ask for a copy of the job description.

Tell me about your work experience.

Market yourself . Do not waffle. Include information about relevant employment experiences, community or educational experience and show your understanding of the industry, the organisation and the position itself.

What value do you feel you will bring to our company?

Match your skills, knowledge and experience to the position.

In your career where have shown initiative?

Use previous experience as examples where you have come up with suggestions/ideas to improve efficiency in the workplace.

## QUESTIONS THAT YOU COULD BE ASKED AT INTERVIEWS:

### Attention to detail

**Q:** Describe a project you worked on that required very close attention to detail.

**A:** Interviewers will be looking for hard evidence of your ability to keep track of details. A good response will detail the different information that you have been required to stay on top of and will show how you managed to keep track of it all.

**Q:** How do you stay organized?

**A:** Someone who pays attention to details generally has an established way of keeping track of things. A good response will show that you have a system for staying on top of things and that you make staying organized a major part of your work.

**Q:** Can you provide some examples of instances when you've discovered errors in your work or someone else's?

**A:** The interviewer will be looking for concrete examples of you noticing things that slipped by others. A good response will show that you have a tendency to check and double-check things.

**Q:** How do you know if a project you are working on is going well?

**A:** A good response will show that you do not rely just on your own gut feeling of how things are going. Rather, that you have specific, measurable milestones that allow you to track your own progress and that of the entire project.



## Oral/written communication skills

**Q:** What is your experience in terms of presenting to large or small groups? Can you describe a time when you were particularly successful making a speech or presentation?

**A:** The interviewer will be looking for evidence that you are comfortable and skilled at presenting arguments to others. They may follow up by asking about your preparation before presentations and the general response that those presentations received.

They might ask what you have learned from past presentations and if there are any aspects of your presenting that you think need improvement. A good candidate will always be striving to improve their communication skills.

## Results orientation

**Q:** Do you set performance standards for yourself, and, if so how?

**A:** This question will be assessing your personal standards. A good response will detail how you measure success for yourself. The interviewer might ask for an instance when you have put a lot of effort into completing a project that you were satisfied with. They will be listening to gauge your sense of ownership and pride your work.

**Q:** Tell me about a time when you weren't pleased with your performance. What did you do about it?

**A:** This question helps the interviewer assess how well you deal with failure or disappointment, and how you measure workplace success. The interviewer might press you to learn about lessons you have learned from times when you felt that you didn't perform well, and about any changes you made to the way you did things - so making sure that you don't make the same mistakes moving forward.

**Q:** Describe a new skill you learnt recently.

**A:** Top performers will take the initiative to learn new skills on an ongoing basis. You might be asked to explain the circumstances under which you learned a new skill. A good response might detail the skill learned and how it impacted your performance. This question can also give insight into how quickly you learn and under what circumstances you learn best.

## Teamwork/interpersonal skills

**Q:** Describe a time when you had to arrive at a compromise or had to help others arrive at a compromise.

**A:** This question allows interviewers to assess how you view your role within a team - eg do you view himself or herself as a consensus builder? The interviewer will be trying to find out how your teamwork skills work in the department for which you are interviewing?

**Q:** Give an example of an instance when you worked with someone you found it difficult to get along with. How did you handle the situation?

**A:** This question will help the interviewer assess how you have handled difficult interpersonal relationships in the past. Good responses will show that you have had experience dealing with various personality types and are comfortable in your ability to handle such situations. The interviewer will be paying close attention to your attitudes toward dealing with difficult people. Are you open and understanding, or easily annoyed? They will be trying to find out how you feel today about “difficult” people from your past?

**Q:** What different approaches do you take in talking to different people?

**A:** This question gets at how observant and flexible you are in communicating with different types of people. You might be asked explain you approach people differently depending on different people's personalities.

**Q:** What kinds of writing have you done? Can you give examples?

**A:** This question allows interviewers to assess how important written communication has been in your previous jobs. You might be asked details about the amount of time you have spent writing as part of your daily tasks.

**Q:** Tell about a time when you worked with a colleague who was not completing his or her share of work. What did you do?

**A:** Interviewers will be using this question to find out how you deal with an under-performing coworker. You might be pressed to name specific actions you took to try to improve an employee's performance. How successful were your actions?

**Q:** Describe a favorite work experience and tell me why it was satisfying.

**A:** The interviewer will be comparing the experience you describe to their company's own working environment. They will be paying close attention to how you interacted with your coworkers in the example provided. Would you have similar interactions within your company?



## Problem-solving ability

**Q:** Describe some recent decisions you've made which carried more than the usual element of risk.

**A:** Different candidates are comfortable with different levels of risk. Interviewers might use this question to understand how averse to risk you are. They might propose a risky business decision and ask you what your approach to solving the problem would be. A good response will show that you would take the time to consider carefully all possible actions before making a decision.

**Q:** Tell me about a time when a problem was not solved the way you would have liked.

**A:** This question can help interviewers gauge your ability to deal with problems. Interviewers might probe you about the method in which the problem was solved and why you were dissatisfied with the result. You might be asked what lessons were learned from the experience. A good response will show that you learned from the experience and that you will apply what you have learned to problems encountered in the future.

**Q:** Give me three examples of the types of problems you like to solve.

**A:** The interviewer will be comparing your answers to the, type of problems that you will face in the position for which you are applying. You might then be presented with a sample problem that you might face on the job. You will be asked how you would approach it, with the interviewer gauging whether your approach would make sense in the position for which you are applying.

**Q:** How do you approach solving a problem?

**A:** The interviewer will be trying to get an understanding of your thought processes. How do you like to attack problems? They will be making note of the resources and time involved in your approach. Does your problem-solving method make a good fit with the company's culture and resources?

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