

Interview tips for candidates



Job interviews can be quite daunting and stressful at times. Below are some tips and tricks to help you prepare and interview to the best of your ability.

Interviewing is a skill

Practise talking about yourself. The more naturally you're able to talk about yourself, the less nervous you will be. The interview will also flow smoother if you gain this confidence while speaking.

Know yourself

Identify your strengths, limitations and development areas – you will be asked about this.

Know your career

- › **Past** – what have you accomplished? Successful projects you've worked on, things you have delivered or implemented.
- › **Current** – what are you currently doing? How can these skills (technical and behavioural) and attributes transfer to the role you're interviewing for?
- › **Future** – where is your career headed? What are your goals and ambitions? How is this role going to help you get there?

Review the position description

It is highly likely you will be asked behavioural interview questions based on the capabilities listed in the position description. Prepare some answers for each capability.

Be prepared for behavioural questions

You will be asked questions about how you would behave or have behaved in certain situations. We ask these questions because your past behaviour is the best predictor of your future behaviour. Prepare to answer these questions using the STAR Methodology. Ensure there is balance across your answer – focus on the action and result.

STAR Methodology

- › **Situation** – Set the scene and background to the problem or issue. What was your role and goal/objective in this situation?
- › **Task** – What is the specific task that you had to complete?
- › **Action** – What was the action that you took?
- › **Result** – What was the end result?

On the day of the interview



ASIC currently uses Microsoft Teams for online interviews. Check that your technology is working prior to the interview and ensure you're in a quiet, and appropriate environment without distractions.

- › Be punctual and professional. Log onto Microsoft Teams five minutes early and ensure you're dressed professionally.
- › Greet your interviewers, make eye contact and smile.
- › Be prepared and confident – the interviewers want to see themselves working with you.
- › Asking questions is fine but be conscious of time and make them relevant to the role and process.

Post-interview process

Thanking the interviewers with a follow-up email is fine but please remember to contact the relevant recruitment consultant with any questions you may have about the post-interview process.

The standard ASIC process usually involves psychometric assessments, reference checks and an organisational suitability assessment (security clearance). In some cases, we may ask you to complete further scenario-based interviews and written tasks. The whole process can take anywhere between four to six weeks. This may be subject to change depending on the level and type of role available at ASIC.