

Deep Dive Session wrap up

Effective Interviewing with Judith Beck

We recently completed our Deep Dive sessions in Melbourne and Sydney where we focused on the topic of Effective Interviewing hosted by FEW's Judith Beck. During our Deep Dive session, **Judith conducted a mock interview** with a volunteer. This "real" interview provided our attendees with tailored advice and live examples to take some great tips from.

Judith Beck is no stranger to interviews after running a successful executive search company for over 25 years – Financial Recruitment Group – she knows the do's and don'ts on conducting an interview successfully.

Here are some of the key takeaways from our sessions in Sydney and Melbourne:

Deciding if the role is right: When applying for an internal role, you should be guided by your hiring manager when looking at remuneration. Your expectations need to be realistic but don't under sell yourself. You need to remember when you're asking for a pay increase you don't get a pay increase for doing your job. You need to have clear examples of where you've gone above and beyond.

Your Resume:

- Write it in the first person. This gives the interviewer the impression of you rather than reading about you. It won't go against you if you write your resume in the 3rd person but it won't be a plus.
- The front page of your resume should be your career summary and any educational qualifications that would impress the person that is looking through your resume – your first page should attract the attention of the person hiring and should only include:
 - Your name
 - Your Contact details
 - Your education qualification/s
 - Your career summary
- Break down your responsibilities to your achievements. If you have written your achievement where at the end of the sentence you can still be asked the question "so what?" then it is not enough. You need to quantify your achievements. Have you painted a picture that shows a result? – *eg if you're in sales you need to make sure to say you were at 110% of budget rather than just stating that you exceeded your budget without quantifying it. "Due to the economic downturn Budgets were not achieved in the division but I was top performing of the team at 110% of budget."*



- Not every role is going to be “the one” for you. But you must include it on your resume even if it was a three-month duration. We are in an environment where sometimes you can only get short term contracts. It won’t go against you.
- Your LinkedIn Profile should be up to date and represent your personal brand – have a banner image, a professional photo and a concise statement about you – do not replicate your resume.

Preparing for the interview:

- Research the company, interviewer, HR Executive, PA, any stakeholder and even the person that was in the role before you – this will help you create an ice breaker during your interview. You must know your audience, look to your network for any tips or advice they can give you.
- For internal roles you need to own the role. Assume the role now. Most companies don’t want to hire externally.
- Google yourself! Make sure your social media is clean, are you happy with what they will see?

During the interview:

- Don’t be put off by body language. Never watch or be discouraged by what the interviewer is writing or their reaction. The interviewer is there to write notes and whilst it will be hard as a candidate, they are more than likely stressed about asking the right questions and getting the right responses. There is pressure on their part just as much as you. Be guided by the internal recruiter. You need to be pumped for the whole interview and don’t be put off by the body language, they could even be testing you to see how you react.
- Have succinct answers and don’t trail on, if you think the interviewer may want to know more ask them “does that answer your question?” or “would you like me to elaborate on that?” – this will give you an indication on how much more detail you are required to go into.
- Have a positive exit statement about your current role/last role – do not be negative about why you left or what you didn’t like.
- For behavioural questions and when looking at your achievements use the **STAR** method - it will help keep you on track.
 - **S** – Situation
 - **T** – Task
 - **A** – Analysis
 - **R** – Result
- If you’re stuck on a question, ask if you can come back to that question – however just remember, this could put you off for the remainder of the interview because you will continue to try to think of a response.

Finally, just remember to try your best and don’t get discouraged if you don’t get the role, take it as a learning opportunity to improve on for the next one.

Our schedule for upcoming sessions can be found here - fewau.com/circle10-circle2. Our next Deep Dive session is on Effective Interviewing for the hiring manager.