

Interview Guide

Inspiring Growth. Changing Lives.

stellarrecruitment.com



BE PREPARED

The best interviews are won before they even begin. Your attitude, presentation, punctuality, and preparation all shape your first impression; they can be the difference between progressing or missing out.

HOT TIP: Ask your recruiter what they know. Stellar consultants have insights into the company culture, interview style, and who you'll be meeting - don't miss the chance to get the inside scoop.



Your Mindset Matters

- Come in with energy and curiosity. Employers don't just remember what you say - they remember how you made them feel.
- Confidence is key, but humility, professionalism, and interest go a long way.
- You don't need all the answers - but you do need to show you care.



First Impressions Count

- Dress appropriately for the company and role. When in doubt, choose smart business wear.
- Aim to arrive 5-10 minutes early (not too early). Double-check parking or transport options the day prior.
- Greet everyone professionally, from reception to interviewers. Politeness is part of the interview.



Do your Research

Take the time to research the company before the interview. You don't need to memorise their history - but you should understand what they do, how they operate, and why you're interested.

Here are some smart ways to prepare:

- Visit their website - especially the "About Us" and "Careers" sections
- Search the company name on LinkedIn - see who works there, what they post, and what values they highlight
- Look them up on SEEK - see their reviews from past employees and how they describe themselves in job ads
- Scan for recent news - a quick Google News search can tell you if they've grown, restructured, or launched something new

INTERVIEW DO'S AND DON'TS



Interview Do's

- ✓ Introduce yourself with a firm but friendly tone
- ✓ Be prepared for a handshake
- ✓ Express your answers clearly, with real-life examples
- ✓ Ask thoughtful questions about the company or team
- ✓ Show how your experience connects to their needs
- ✓ Turn off your phone completely
- ✓ Bring notes if that will help you
- ✓ Prepare at least 5 strong questions to ask (you might only use 2-3)



Interview Don'ts

- ✗ Don't arrive late or unprepared
- ✗ Don't respond with just "yes" or "no" - always expand
- ✗ Don't speak negatively about past employers or colleagues
- ✗ Don't focus on money first - get the job offer, then negotiate
- ✗ Don't fake it. If you don't know something, say so honestly



THE 'STAR' METHOD & INTERVIEW QUESTION TYPES



Most interviews - especially in corporate, mining, or site-based roles - are designed to explore not just what you know, but how you think. That's where the STAR Method comes in.

WHAT IS THE STAR METHOD?

S Situation

Briefly describe the context. What was happening?

T Task

What was your role or responsibility?

A Action

What specific steps did you take?

R Result

What happened in the end? What did you learn or achieve?

Using STAR helps you answer clearly, stay on track, and prove your skills with real examples.

TYPES OF INTERVIEW QUESTIONS



Behavioural Questions (Most Common)

These are about your past experiences and how you've handled certain situations.

Examples:

"Tell me about a time you had to deal with a difficult colleague."

"Give me an example of how you managed a tight deadline."

They want to know how you have handled challenges, how you communicate, and how you fit into a team.

Tip: Use STAR to answer every behavioural question.



Technical or Role-Specific Questions

These focus on your skills, tools, or experience.

They are especially common in:

- Finance, payroll, or IT roles
- Project and site-based positions
- Roles with compliance or systems requirements

Examples:

"How would you approach reconciling a ledger with missing data?"

"What payroll systems are you confident using?"

You may also be asked to walk through a process or complete a scenario. Be concise, and don't be afraid to clarify if a question is vague.

Final Tip

Most interviews use both types of questions - so be ready for a mix. If you're unsure which one they're asking, take a breath and ask.



COMMON EMPLOYER QUESTIONS & HOW TO ANSWER THEM

These are the questions you are most likely to be asked - and they're often designed to assess how well you have prepared, how you think, and how you respond under pressure.

Use the STAR method where possible to keep your answers clear and outcome-focused.

Q: "Tell me about yourself."

This is usually the opener - keep it sharp and relevant.

Tip: Briefly cover your work history, key achievements, and what you are looking for now. Tailor your answer to the job.

Q: "Describe your biggest achievement."

They're looking for: success, initiative, results.

Choose a career-related example and explain what you did, how you did it, and what impact it had.

Q: "Has your career met your expectations?"

They are looking for: self-awareness, ambition.

Say "yes," then explain what you've learned or why you are ready for the next step.

Q: "What's the most challenging situation you've faced recently?"

They are looking for: logic, initiative, resilience.

Use STAR. Choose a tough situation you didn't cause, explain your thought process, and share what you learned.

Q: "What are your strengths?"

They are looking for: what value you will bring.

Pick 3-4 strengths and link them to the job. Think: problem-solving, technical ability, teamwork, or adaptability. Back each one with a short example.

Q: "What are your weaknesses?"

Don't say "none." Be honest, professional, and self-aware.

Choose something non-critical to the role, and explain how you're working on it.

Q: "What decisions do you find difficult?"

They are looking for: decisiveness under pressure.

Talk about decisions made with limited information and how you work through uncertainty calmly.

Q: "Why are you leaving your current employer?"

Keep it positive - focus on growth, challenge, or alignment with your goals.

Avoid speaking negatively about your current or past employers.

Q: "How do you handle confrontation?"

They are looking for: Communication and professionalism.

Explain how you stay calm, listen actively, and stand firm when needed. Provide a real example.

Q: "Why do you want to work here?"

They are looking for: preparation and genuine interest.

Mention something specific about the company - their projects, team culture, values, or industry positioning - and connect it to your career goals

QUESTIONS TO ASK THE EMPLOYER



About the Role

- What would a typical day in this role look like?
- What are the immediate priorities for this position?
- How will success be measured in the first 3–6 months?



Growth, Culture & Development

- What learning or development opportunities are available?
- Are there examples of people in this role progressing internally?
- How would you describe the company culture in one sentence?



Team/ Business Structure

- Who would I be working closely with?
- What's the management style of the person I would report to?
- What kind of person tends to do well in this team?



Practicalities & Next Steps

- Is there anything about my background you'd like me to expand on?
- What are the next steps in the recruitment process?
- Is there anything else I can provide to help with your decision?



Pro Tip

You don't have to ask every question. Pick 3–4 that feel genuine to you - and avoid asking anything that has already been covered during the interview.



CLOSING THE INTERVIEW & WHAT COMES NEXT?

GOLDEN RULE

Communicate clearly. Be open. And remember - your consultant is in your corner.



Wrapping Up the Interview

- If you are interested in the role, say so. Ask about next steps or timelines if they haven't already been covered.
- If you are offered the job on the spot and you are ready to accept, go for it. If you need time, be polite and give a clear timeframe for your response.
- Don't feel discouraged if the interview feels a bit off. Some interviewers deliberately test your resilience. Keep your composure and stay positive to the very end.
- Always thank your interviewer for their time and the opportunity - even if you're unsure how it went.



After the Interview: What to Do

- Call your recruitment consultant straight after the interview.
- They will want to hear your feedback before contacting the client - and delays can slow down the whole process.
- Be honest about how you felt it went.
- The more your consultant knows, the better they can advocate for you.
- Listen to the employer feedback - good or bad.
- Every interview is a learning opportunity. If you get the role, great. If not, your recruiter will help you use that feedback to strengthen your approach for next time.

Our Network

Australia

Brisbane

Perth

New Zealand

Auckland

Napier

Wellington

Christchurch

Dunedin

The Genesis of Stellar

Inspiring Leaders. Inspiring Culture.

The business was founded by two passionate Kiwis, Shaun McCambridge and Robbie McIlraith, who continue to lead our extraordinary team across Australia and New Zealand.



SCAN ME

More information:

