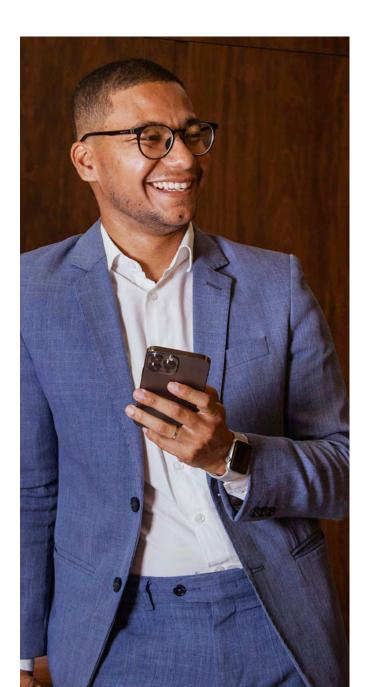


# INTERVIEW PREPARATION GUIDE

Be prepared, be clear, and back your experience.





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## BEFORE THE INTERVIEW



Good preparation is obvious to an interviewer — and so is the lack of it. What you do before the interview is as important as what you do in it.



#### Know the role

- Review the job description and identify the core responsibilities
- Prepare 2-3 examples that demonstrate your alignment with the role
- Be ready to speak to outcomes. Not just what you did, but what it achieved

#### Understand the business

- Read the company's website and pay attention to their purpose and positioning
- Has the organisation been in the news recently? Identify executive personnel changes, new client acquisitions, mergers and acquisitions, and changes to the macro and micro operating environment affecting the organisation
- Look into the structure of the team or division you're interviewing with
- Research the people you're meeting. You don't need their life story - just context

#### Prepare your story

- Know why you're looking to move – and be ready to explain it in a constructive, grounded way
- Be clear about what you're looking for in your next role and why this one appeals
- Highlight why this company and industry make sense for you at this point in your career
- Identify the key experiences you want to highlight in the interview, and how they relate to the role
- If your CV includes any short stints, gaps or career shifts, decide how you'll address them directly



### PRESENTATION AND PRACTICAL DETAILS

#### Plan the practical details

- Confirm the interview time, location, and who you're meeting (ask your consultant)
- Plan your journey and allow time to arrive 10–15 minutes early
- Don't check in more than 8 minutes before –
  if you arrive earlier, wait nearby
- Bring a printed resume, a notepad and a pen
   small things that show you're prepared

#### Present yourself professionally

- Dress appropriately for the environment. If you're unsure, ask your consultant
- Avoid strong fragrances or accessories that distract
- Make sure your grooming is clean and neat hair, nails, beard
- Choose shoes that are clean and in good repair – they'll be noticed
- A mint before an interview is always a good idea

Practical preparation and personal presentation carry weight.

Planning the perfect entrance goes a long way in showing you understand and respect the professional environment.

## AT THE INTERVIEW

Most interviewers form an opinion within the first few minutes. A strong start can shape the entire conversation.

#### Make a considered first impression

- Arrive at the building 10-15 minutes before your scheduled time, but don't check in more than 8 minutes early - wait nearby if needed
- When you announce yourself, be clear and professional: your name, who you're meeting, and your interview time
- First impressions start before the formal conversation. Everyone you interact with - reception, security, other staff - contributes to how you're perceived
- Speak calmly, make eye contact, and stay off your phone in waiting areas

#### Give structured answers

- Listen fully before responding - don't anticipate the question
- Focus on what's most relevant to the role
- Use real examples to show how you approach work and solve problems
- Structure your answers: what was the context, what did you do, and what changed as a result (use the STAR method)
- If you go off track, pause and reset – it reflects clarity, not failure

#### Maintain professional presence

- Sit upright, make natural eve contact, and avoid fidgeting
- Keep your phone off and out of sight
- If you're unsure of an answer, say so - and explain how you'd approach solving it
- Speak constructively, especially when discussing challenges or past roles
- Stay composed. An interview is a professional conversation, not a performance

#### Engage professionally in the room

- Greet your interviewer in a calm, direct manner
- Let them lead the style and pace of the interaction
- Use their name where appropriate, but don't force it
- Stay attentive throughout - how you listen is just as important as how you speak
- Avoid negative talk about past employers





## AFTER THE INTERVIEW



#### Keep the process moving

- Take a few minutes after the interview to jot down your impressions — what stood out, what you learned, and anything unclear
- Share your feedback with your consultant as soon as possible so they can guide next steps
- If you're asked about next steps during the interview, take note and advise your consultant to manage this on your behalf
- Unless specifically advised, don't contact the interviewer directly
- Communicate your ongoing availability with your consultant

Post-interview actions get your consultant back in the game, working on your behalf. They also give you space to reflect and decide how you want to move forward.





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