



INTERVIEW PREPARATION GUIDE

Be prepared,
be clear,
and back your
experience.

launch



CONTENTS

Before the interview	3
Presentation and practical details	4
At the interview	5
After the interview	6

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



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

PRESENTATION AND PRACTICAL DETAILS

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 eye 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.





1300 452 986

info@launchrecruitment.com.au

www.launchrecruitment.com.au

launch