

Job Interview Skills

1. Body language Tips

- New Zealanders are used to space, and moving too close to someone can make them feel uncomfortable.
- We tend to make direct eye contact regularly.
- Crossing your arms can make you seem defensive.
- Face your body towards the interviewer, it means you are listening.
- Pay attention, focus on the questions and answers.
- Sit up straight, don't fidget.
- Shake hands when you meet and leave.

2. What employers want in an employee?

Individual Behaviours

Motivation
Energy
Flexibility
Reliability

Team Behaviours

Team-fit
Openness
Helping
Culture-fit
Listening
Respecting
Questioning
Leadership

What they don't want:

Unreliability
Lack of motivation and drive
Lack of energy
Inflexibility
Dishonesty



A few common interview questions

1. Why did you apply for this role?
2. What is important to you in your life?
3. Why did you leave your last role?
4. Why do you want to work for us?
5. Tell me about your work history.
6. Why are you currently looking for a job?
7. What are your strengths, and how do you think they will be useful in this position?
8. Do you have any weaknesses, or areas you would like to develop?
9. Tell me about a time where you had to deal with a difficult customer. What was the outcome?
10. If you were an animal, what animal would you be and why?
11. Tell me about a time when a manager put you under pressure. How did you cope?
12. Where do you see yourself in 5 years?
13. What do you think you will enjoy most in this role?
14. Tell me about a time when you disagreed with your manager about a work issue. How did you resolve it?
15. Tell me about a time when you had to use your initiative.
16. If you had to save one possession from a fire, what would it be?
17. Do you feel you are overqualified for this position?
18. What did you enjoy most about your last job? And least?
19. What things make you feel stressed?
20. What do you think the most important parts of this role will be?

Once you have finished, give feedback to each other about the suitability of your answers. Then discuss as a group any that you are not sure about.

What interviewers CAN'T ask you – see Human Rights Commission:

- About your race or ethnic background
- About your religion
- About the nationality of your parents or spouse
- About your gender or sexual orientation
- About your marital status and children
- Your age
- If you or your family have medical conditions or disabilities (they can ask you if you have any impairment that would interfere with your ability to do your job, e.g. if you are applying for a labourer's position and you have a bad back)
- If you have changed your name
- Where you or any of your family were born?
- For a photo
- What country you come from (they can ask you if you are legally entitled to work in NZ, and in what way – work permit, PR etc.)
- If you have been arrested (but they can ask you if you have any convictions)
- About anyone in your family not employed by them (they can ask you if you have anyone working in their company or in the same industry)

