

Your career

Your company

Your next chapter

Your Recruitment Partner - ChapterSix



Interview Preparation Guide

This guide is here to help you walk into your interview confident, clear, and prepared. Please take the time to read it carefully, and reach out if you'd like to go through it together before your meeting.

1. CONFIRM THE BASICS

- If it's in person, look up where you're going. Do a test run if needed.
- Plan to arrive at least 10 minutes early. Switch your phone to silent before you walk in.
- Text me once you've arrived.

PRO TIP

From the moment you drive into the car park, you're being assessed.

Walk in calmly and professionally. Greet everyone you pass — reception staff included. Some companies use these interactions intentionally as part of the process.

2. ROLE & COMPANY PREPARATION

- Review the job ad or position description so you understand exactly what they're looking for.
- Be ready to explain why this role and this company appeal to you — the work, the team, the culture.
- Prepare 2–3 strong STAR examples (Situation, Task, Action, Result). Include context: team size, budgets, timelines, scale.
- Practice a clear 60–90 second summary of your career.
- Look up your interviewers on LinkedIn before you go.

PRO TIP

We're conditioned to say "we" — but in an interview, this is your stage. Use "we" when referring to the team, but be very clear about what you personally did. That's what they're hiring.

3. LOGISTICS & DOCUMENTATION

- Bring a printed copy of your CV.
- Bring your photo ID and any requested qualifications or licences.
- Bring a notepad and pen — it signals you've come prepared.
- Mention that you're being represented by ChapterSix Professional Services.

PRO TIP

It's fine to bring a small cheat sheet with a few key points to prompt your memory. Nerves can make us forget things we know well. A quick glance can keep you on track, especially if the conversation goes off script.

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4. VIRTUAL & PHONE INTERVIEWS

- Test your audio, camera, and internet connection at least 30 minutes before the call.
- Choose a quiet, tidy, well-lit space — what's behind you matters.
- Dress the same as you would for an in-person interview. First impressions still count.
- Look into the camera, not at your own image on screen. It reads as eye contact.
- Have your notes, CV, and a glass of water nearby — but don't shuffle papers on the call.
- For phone interviews, stand or sit upright. Your posture affects how you sound.

PRO TIP

Log in 5 minutes early. If something goes wrong technically, stay calm, communicate it quickly, and reconnect. How you handle it tells them something, too.

5. PROFESSIONALISM & PRESENTATION

- Dress appropriately for the role and the organisation. Neat and professional is always the right default, even for hands-on or industrial roles.
- If you're coming straight from work and won't have time to change, let me know so I can set expectations with the client.
- Make eye contact, smile, and offer a firm handshake.
- Sit tall, listen carefully, and stay composed throughout.
- Don't swear, even if the interviewer does.
- Never speak negatively about a previous employer, even if invited to.

PRO TIP

If the panel feels cold or you sense you're not connecting — ignore it and keep going. It may be your nerves reading too much into it, or it may be deliberate. Some interviewers deliberately stay distant to see how you handle pressure. Either way, don't let it throw you.

6. WHAT TO SAY (AND NOT SAY)

"Tell me about yourself" — keep it clear and professional:

- Who you are professionally
- Key career highlights relevant to this role
- Why you're here and why this opportunity caught your attention
- If you don't know the answer to something, say so honestly: "That's not something I've worked with directly, but here's how I've picked up similar things quickly."
- If you don't follow a question, clarify it: "Just to confirm — are you asking about X?"
- Take your time. Don't rush. Watch for double-barrelled questions and make sure you answer both parts.
- **Do not raise remuneration or benefits** — wait for the interviewer to bring it up.

First make the impression. It makes the negotiation easier

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If they do raise it:

- “I’ve been presented at \$[X] and will leave the rest with my recruiter.”
- Your job is to make the impression. Mine is to manage the negotiation.
- **If you’re offered the role on the spot**, stay calm and professional:
- “Thank you — I’m genuinely interested. I’d like to take a little time to reflect and speak with my recruiter before I confirm.”

7. QUESTIONS TO ASK

Choose 2–3 that feel relevant. These signals that you’ve done your thinking and you’re serious about the fit, not just ticking boxes.

- **What does success look like in this role?** — Helps you understand what they’ll measure you against and what matters most to them.
- **What does the ideal candidate look like to you?** — Let’s you hear what they truly value and gives you one more chance to show how you align.
- **Are there any challenges I should know about upfront?** — Shows maturity and practical thinking. You’re not looking for flaws — you’re making sure both sides go in clear-eyed.
- **What are the next steps and the timeline?** — Shows you’re engaged and want to move forward if it’s the right fit.

Close with: *“Is there anything about my background that we haven’t covered, or that you’d like me to clarify, while we still have time?”*

This is a strong close. It shows confidence and genuine interest and gives the panel a final chance to raise anything they’re unsure about.

8. CLOSING & FOLLOW-UP

- Thank the panel sincerely for their time.
- **Reaffirm your interest:** “I’m genuinely interested in this opportunity because [reason].” Don’t assume they know you want the job — say it.
- **Call me immediately after.** If the client calls me first, I need to be ready. Tell me: what questions came up, what felt strong or tricky, any surprises, and whether next steps were mentioned.
- **Send a short thank-you message.** A brief email or text confirming your interest always makes you stand out. Let me know if you’d like help with the wording.

An interview is a two-way conversation, not an audition. You are also deciding whether this is the right place for you. Walk in prepared, ask good questions, and stay present. If a question catches you off guard, take a breath and answer honestly — interviewers remember how you handle pressure far more than whether every answer was perfect. Call me straight after, and we’ll debrief together. The best placements I’ve made have come from candidates who were genuinely themselves in the room. Be that person.