



Royal Australasian
College of Surgeons

Interview preparation checklist

1. Examine the position description

You can anticipate the types of challenges you may encounter in the position by having a good understanding of the role and competencies. These areas may be what the panel focuses on during the interview.

2. Understand what skills you bring to the role

Before your interview, prepare specific examples of when you have previously demonstrated the required competencies (such as teamwork, collaboration, relationship-building, analytical skills etc) and most importantly how you demonstrated them.

3. Research the company

It's an advantage to have a good understanding of organisation as well as a thorough understanding of the role.

4. Familiarise yourself with the STAR method.

Whenever you're answering interview questions with a story, you want to make sure the story is well structured and the takeaway is clear. Your goal should be to give your interviewer all the context they need to understand what happened while still answering the question clearly and concisely.



5. Write down the questions you want to ask

One of the best ways to show your interest in a role is by asking two or three great questions at the end of an interview. This can help you gain a deeper understanding of the role you're applying for while also demonstrating that you're enthusiastic about the role and have done your research.

6. Plan your travel beforehand

If there's one thing that could really hold you back from making a great impression, it's being late. Make sure you know where you are going, anticipate anything that could make you late such as traffic, and aim to arrive early. If your interview is online then make sure you have tested the technology.

7. Manage interview nerves

It's normal to feel anxious on the big day and there are ways to manage your nerves.

- Get a good night's sleep the night before
 - Go for a walk in the morning when you wake up
 - Remember to breathe and do what you need to help you feel relaxed
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