



# Pre-interview Information Sheet No 1:

## Set yourself at interview

### The Interview

Your interview is an important step in the selection process. It is the only activity now standing between you and an Australia Award Scholarship. The interview is an opportunity for you to convince the Interview Panel that you are a good investment.

### Be prepared

To be successful, you must be able to talk fluently but succinctly about yourself, your career, your professional achievements and how you will use your Master's Degree to help you become a leader of developmental change in your country.

If you are successful, this scholarship will provide you with a life-changing experience. It is therefore important for you to appreciate that the Australia Awards program seeks out **talented individuals who will drive development** in their home countries. How will you convey to the Panel that you are talented and have a passion for development and change? What sets you apart from other interviewees?

In your interview, you must be able to discuss your course and university choice. Make sure you understand why your choice is important to your work and your country. The Panel will be interested to hear how your course selection will help you achieve the goals you set out in your Reintegration Action Plan. Ask yourself - what unique skills and knowledge will you get by studying this course? Research your choices in detail; discuss your options with your Course Advisor.

### Interview Tip

Practice answering questions in advance with a friend. Go over all the preparation materials provided to you. Re-read your application. **PEPARE**

You must be prepared to discuss cross-cutting issues (such as gender equity or other factors which potentially leave people marginalised, such as disability) be prepared to discuss how your Reintegration Action Plan and your studies in Australia will equip you to help address these vitally important issues in the workplace, on your return home.

### Interview Tip

Greet the Panel as you enter the room. Use good manners - turn your mobile phone off. **SMILE**

### What to expect

- ▶ The interview will last **30 minutes**.
- ▶ There will be three Panel Members.
- ▶ A representative from your government will be present. He or she will not have voting rights but will observe. He or she will provide guidance to the Panel on how your answers relate to your country's development priorities.
- ▶ An Australia Awards Program Officer will be seated in the interview room to provide secretariat services.
- ▶ You will be given the questions **10 minutes before your interview** and you will be allowed to take notes during this time. You will be allowed to take your notes into the interview room with you.
- ▶ A copy of the questions will be available to you during the interview.
- ▶ You must be ready to use examples in answering the questions.
- ▶ The Interview Panel will not allow your interview to over-run, so make sure that you have enough time to answer all the questions.
- ▶ The Interview Panel will have read your application and will expect you to elaborate on it.

### Interview Tip

Take special care of your appearance: be well groomed, dress appropriately. **BE CONFIDENT**

### Interview Tip

On the day of the interview, arrive well in advance of your scheduled interview time. **RELAX**

### Use examples

Good interview answers include examples that support your claims. A useful approach to answering questions is to use the **STAR** format. This might help you think through your answers.

**S** – to begin, describe the **Situation**: what was the challenge or objective?

**T** – and then the **Task**: what was your task?

**A** – and what **Activity** did you (or your team) actually do?

**R** – and what was the **Result**: what happened as a result of your action?

### Interview Tip

Answer each question concisely (remember your time limit). Speak with passion. Make eye contact. **ENJOY**

