

Lowie Interview Guide



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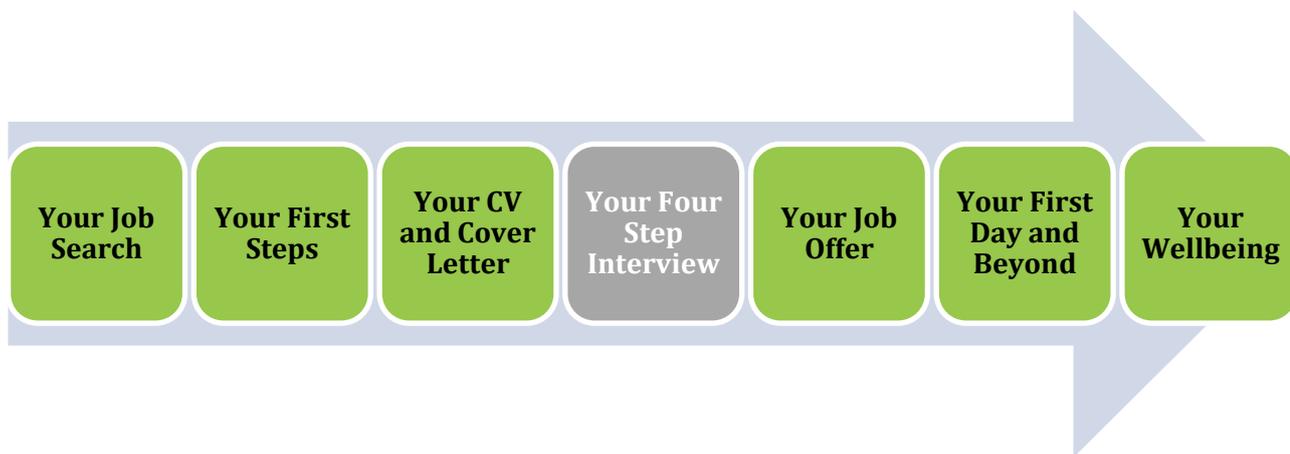
Find a Job the Lowie Way

At Lowie Recruitment, we are bringing the excitement to your job hunting experience.

Preparation and follow through at every step of the way is a very important ingredient in securing a job. Empower yourself today with all the critical information and develop the skills required to be successful. Give yourself time and be patient when working through the process.

At Lowie, we have many opportunities for you to consider – www.lowie.co.nz. You can register yourself with us at Lowie for us to guide you through the process and assist in finding the job that suits you best.

The Team at Lowie wish you all the best in your job search and are here to assist you at every step.



Your Job Search - Find a Job the Lowie Way Guide is a simple and practical approach in which to develop the confidence and professionalism required for this important transition.

Your First Steps - Lowie First Steps Guide will assist you with all the areas of importance for you to decide what type of job you want.

Your CV and Cover Letter - Lowie CV and Cover Letter Writing Guide will guide you step by step to create a CV and cover letter include to capture the attention and stand out.

Your Four Step Interview - Lowie Interview Guide and **Lowie Interview Questions Guide** will provide you with vital information to assist you with this critical stage.

Your Job Offer - Lowie Job Offer Guide will provide with guidance on how to deal with all aspects of a job offer.

Your First Day and Beyond - Lowie Day One and Beyond Guide will provide you with pointers on how to be amazing on your first day.

Your Wellbeing - Lowie Creative Thinking Program provides an extraordinary service to you to provide you one-on-one assistance and we also hold Lowie Creative Thinking Forums.

Lowie Interview Guide

Every stage of an interview is critical to your success in securing a job. There are four key steps to having a great experience with your interview:

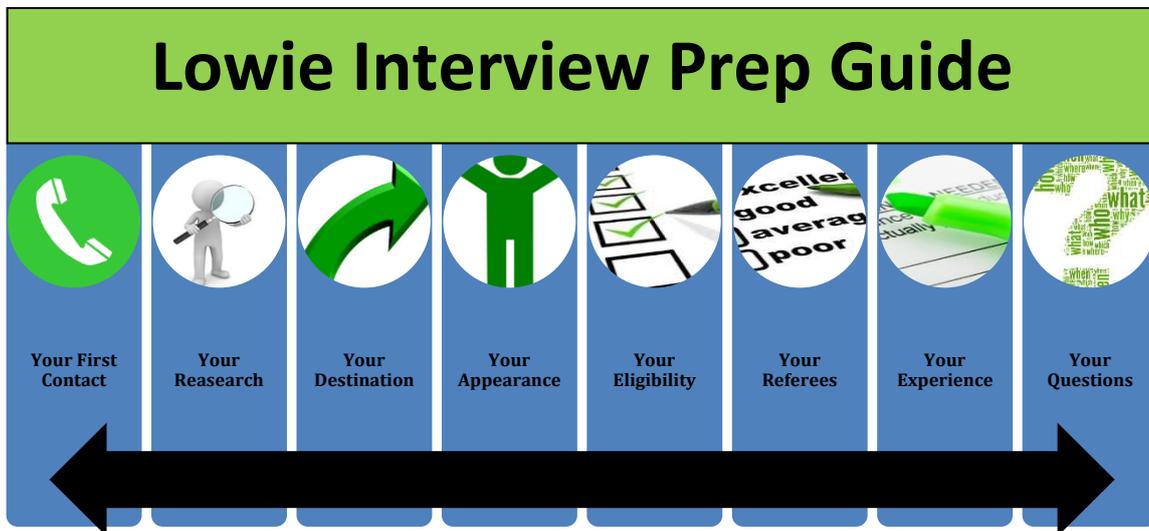
- Preparing – planning and preparing and knowing how to present yourself, what to expect and what to take and practising is critical
- Pre-interview – this is the stage where you will meet with your Lowie Consultant or Human Resources for an initial interview
- Interview – what the actual interview process is and how to excel in this
- Post- Interview – what to expect from the feedback and how to be prepared for this.



Our **Lowie Interview Guide** and **Lowie Interview Questions Guide** will provide you with vital information to assist you with this critical stage.

Step 1 – Preparing

Preparing – planning and preparing and knowing how to present yourself, what to expect and what to take and practising is critical.



Your First Contact

The first step in the pre-interviewing stage is when you are contacted by phone. This call is aimed at confirming your personal details and ensuring your eligibility to work. An initial evaluation is conducted to assess your skills for the job. You will also be advised of the process so that you are clear on what to expect.

Your Research

Visit the company's website and research what they do, when they started, who they do business with, what products they sell, their vision and values, number of employees, their team, their culture, community initiatives and their locations and what they have done well.

Your Destination

Ensure you know where the company is located and check the parking facilities. If you are using public transport check all the times and distance to walk from the station to the location. In all cases ensure that you have a contingency plan to allow for last minute challenges such as traffic jams or delays in public transport.



Your Appearance

Know what to wear well in advance of the interview. Dress appropriately for the job type for example if you are going for a warehousing job then it may not suit to wear a tie. In all cases ensure you are always dressed one notch above the expectation. Keep makeup and jewellery conservative and dress respectfully with low necklines and dress and skirt lengths being appropriate.

Your Eligibility

Have all the necessary documents, certificates and proof of identification ready to take with you. You can always ask what is required so that you avoid overlooking any vital information required for the job. Ensure you are clear on your notice period in your current role and that you have communicated this. Have a note pad and pen so that you can take notes through the interview.



Your Referees

Ensure you speak to your previous managers to check on their willingness to provide work based references. Ensure you have two referees from your most previous jobs and obtain contact numbers and email addresses. Character references will suffice in the absence of work based references. In this case the referee must be someone in a position of influence and standing in the community, for example, a church pastor, a justice of the peace, doctor etc.

Your Experience

Practice, practice and practice interview questions. The **Lowie Interview Questions Guide** will provide you with a wide range of questions to consider covering a variety of introductory questions, behavioural questions, salary related questions, career progression questions, getting started questions, generic questions, lateral thinking questions where you are assessed to problem solve creatively.



Your Questions

Remember the interview is a two-way process and it is important to ask question so that you get clarity on the role and responsibilities. Have at least three questions you can ask – this will create a strong impression on the interviewee and show your interest in the role. You can ask about career progression, training, team culture, community initiatives. Salary questions can be sensitive and if you are not clear on the offering feel confident in asking – you can ask about the full package and salary offering. It is important that you understand all aspects about the job.

Step 2 - Pre-Interview

This first interview is the full assessment done with your Lowie Consultant or Human Resources team. It is important to treat this interview with the same intention of the actual interview with the prospective Employer.



The **Lowie Interview Prep Guide** is designed to assist you with all the preparation required.

Treat this interview with your Lowie Consultant or Human Resources Team as if it was the actual interview. This will give you good practice and build your confidence in dealing with the actual interview. Your Lowie Consultant will assess all your skills and suitability to the role and give you an opportunity to understand the role in more detail. They will assist in bridging any gaps and it is important that you give consent to moving to the next stage if all the boxes are ticked for you.

The outcome of this interview may mean that you are not shortlisted for the role or that you may not feel the role is suitable. Have the correct support structure in place to help you work through any feelings and thoughts that arise for you. Your Lowie Consultant will provide you support with this and any other guidance you need.

Step 3 – Interview

Give yourself sufficient time to be ready both physically and emotionally and allow sufficient time for travel to the interview.

Your Interview Day

Take care of all other commitments and ensure you are well nourished. Create the mindset for a great outcome and ensure you can be contacted or make a phone call if anything changes at short notice. Always be in contact by phone with the interviewer should the circumstances change.



Your Interview

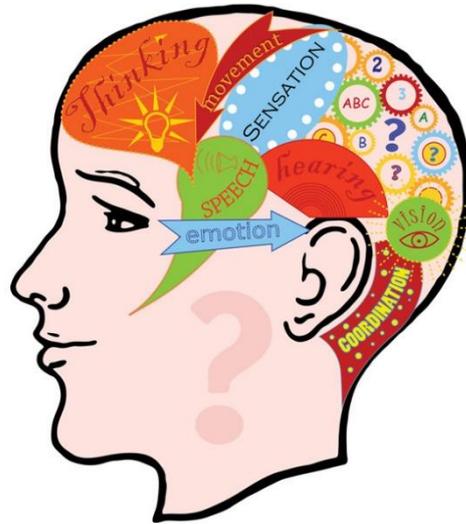
Be energised and have a positive outlook during the interview. Make an impression with everyone you meet including the receptionist as they can provide their opinion to the interviewer. Ask for the interviewer by name so they know exactly who to contact. A warm demeanour, politeness and respect will make a great first impression.

Listen carefully to the questions being asked and feel comfortable to take a moment to pause and reflect on the questions before providing a response. Feel comfortable to ask for a question to be repeated (keep this limited).

Step 4 – Post Interview

You will receive feedback after the interview and be advised of the next stage in the process. Psychometric testing and reference checks will be conducted at this stage.

Psychometric testing is a standard and scientific method used to measure suitability for a role based on the required personality characteristics and aptitude. The test will assess your personality and there is no pass or fail.



This is the time that the salary and package offering is finalised – ensure you review the offer and are happy with this.



Your Lowie Consultant will provide experience and assistance for you to be skilled in the interview process.

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