



## ATTENDING AN INTERVIEW

Thank you for your interest in a career at Knox Grammar School.

The interview provides an opportunity for both of us to find out if Knox Grammar School is the right career choice for you. The interview is as much about us knowing you as it is for you to know about us.

The following information is provided to assist you in doing as well as possible in your interview so that we can both make the most informed decision possible.

We attempt to make the interview process as welcoming and enjoyable as possible and we encourage you to be relaxed, to be yourself, to be well prepared and to enjoy the experience.

When you attend an interview at the School, you will meet several members of staff who will be involved in the interview process.

At the interview, we will ask a series of specific questions that will enable you to demonstrate your achievements and showcase your talents. Therefore, it is important that you are well prepared for the interview.

We are interested in well-rounded people who have a mix of skills and abilities. We will ask questions about things that you have done in the past that best illustrate your skills and abilities. We will ask questions that enable you to tell us about your ability to work as part of a team; to meet tight deadlines; to demonstrate your creativity; to make a personal impact, to lead and to inspire.

For example, we may ask you to tell us about specific achievements of which you are most proud. We may ask you to tell us how you contribute to the effectiveness of your team. We may ask you to tell us about a particularly difficult problem that you solved.

We expect you to have read about the School and its unique mission and values; and to be able to tell us how your values accord with ours. We would encourage you to feel free to ask any questions that you may have during your meeting about the School or about the specific requirements of the role.