



Interview: Attending a Department Interview

Your Department of Justice interview details, including date and time, location and special considerations will be communicated to you via email and from the contact person listed on the job advertisement.

Pre-Interview Process

Upon arrival to your interview location, you will be met by a receptionist or a member of the panel and begin the interview process.

Assessment or Reading Time: You may be taken to a separate room to complete 'pre interview assessments' or to read the questions you will be asked. You will be provided a few minutes to review questions and make notes before the interview.

Interview Materials: You can take things such as notes, and your questions for the panel, into the interview with the pre-interview questions. We encourage you to take in a copy of your resume and written application you submitted in case the panel have questions for you.

Interview Process

You may be interviewed by a panel of 3-4 people. These individuals may be managers, team members or 'independent' individuals that are not connected to the job you have applied to.

Interview Type: Depending on the job you have applied to, you may find yourself in a group interview or an individual panel interview. In either instance, the panel will break down the agenda, introduce panel members and provide context to their role within the Department and the job you have applied for.

Interview Questions: Expect to answer the questions provided to you in the pre-interview reading time. These questions are based off the essential job requirements (criteria) and may ask you to call on previous experience, answer a hypothetical situation or provide examples of your understanding of a topic.

The panel may take turns asking a question each, have one person ask all questions, or encourage you to answer the questions in your own time. You may also be asked further clarifying questions related to the answers you provide, or on the written criteria and resume you submitted upon application.

Interview Tip: If you are encouraged to answer in your own time, lead into each section by reciting the question and then beginning your answer. Using pauses between statements allows you to gather your thoughts, allows the panel to ask follow-up questions, and for both you and the panel to make any notes, before moving on to the next.

Interview Conduct: The panel understand that you will be nervous and will take steps to try and diffuse that, however it is worth noting that they have obligations during the interview that may unintentionally contribute to your nerves.

Panel members are required to provide feedback on each applicant and will therefore need to take notes during your interview. This may appear uninterested taking notes and not overly talkative when you answer your questions. It is important to remember that they are focussed on writing your responses and this is not an indicator of how you are doing in the interview.

Interview Tip: Take time to pause and collect yourself when answering your interview questions. What you feel is a long silence is often a matter of seconds to the panel- if they notice the pause at all! A reshuffling of the documents in front of you, reviewing your notes, or stopping to take a sip of water can be a great way to disguise you taking a moment.

Questions for the Panel: The panel will typically conclude the interview by asking if you have any questions for them. This presents an ideal opportunity for you to clarify any information provided to you during the interview, or to ask questions that were not addressed in the job advertisement.

We suggest reflecting upon the JDF prior to the interview and noting down any questions you may have. If these questions are answered during the interview, you can recap the answer and ask the panel to confirm you have correctly understood.

Accessibility

Applicants with disability requiring adjustment or accessibility requirements at any stage of the selection process can contact the hiring manager as listed under the 'Further Information' section or contact WorkforceDiversity@justice.wa.gov.au or call (08) 9264 1700 to for a confidential discussion.

Need Help?

Jobs and Skills Centres are Western Australia's fee-free, one-stop shop for careers, training and employment advice, information and assistance. They can assist you with your resume, application, cover letter and interview advice, ensuring you put your best foot forward.

Jobs and Skills Centres are located in metropolitan and regional areas. Check out your local Centre by visiting their [website](#).

If you require any further information or assistance, please contact Aboriginal Workforce Development.

Phone: (08) 9264 1700 or email: AboriginalWorkforceDevelopment@justice.wa.gov.au.