



Interview tips

Whether you're an experienced professional or just a beginner, job interviews can be daunting. Read our nine tips to help you perform at your best in your interview.

1. Review your resume.

Spend time reviewing your resume and experience and its relevance to the role you've applied for. Identify the specific examples in your background that are directly relevant to the position description and demonstrate your ability to do the job.

2. Do some research.

Understand a little about Flight Centre Travel Group and the brand or business area you are interviewing for.

3. Arrive early.

On the day, make sure you know exactly where you're going. If you have some time to spare beforehand, you can settle your nerves and be better prepared.

4. Relax, smile and be yourself.

Check that you have good body language – sit up straight and look interested. Make eye contact with the interviewer(s). This communicates respect for the speaker and shows that you are confident.

5. Pause, think, respond.

A few moments of silence after you've been asked a challenging question is more than OK. It shows you're taking the time to think and compose a response that directly addresses the question.

6. Answer questions honestly.

If you don't understand a question, simply ask the interviewer to clarify. If you don't know the answer, be honest. Know your strengths and weaknesses and be prepared to share them. This shows self-awareness, authenticity and transparency.

7. Use relevant examples.

Give specific examples of relevant professional experience you've had in different roles with other businesses. How does the example demonstrate you have the necessary skills for this role? Clearly explain what you did, how and why you did it and what the outcome was.

8. Sell yourself.

Clearly articulate where you can add value to the role and for Flight Centre Travel Group. Think about how you can describe your most important achievements to date. This helps to make the case for why we should hire you.

9. Ask questions.

Your interview is a two-way process – it's also an opportunity for you to understand if the role and our company is right for you. So, take the time to prepare a few questions about any areas you wish to explore further, such as your development, the team you could be working with and Flight Centre Travel Group as a whole.