



DO YOU NEED A JOB?

Preparing for interviews

So your resume has worked and you have been asked to attend an interview. The following are some simple tips to help you prepare.

It is a good idea to get your resume printed and display it in a presentation folder ready to hand over to the person who is interviewing you.

In addition to your resume you can include:

- ✓ Certificates and awards
- ✓ School reports
- ✓ References
- ✓ Other supporting documents

Next, make sure you do your research.

Get on the internet and research the company:

- ✓ What do they do?
- ✓ Who do they sell to?
- ✓ Who is the boss?
- ✓ Where do they do business?
- ✓ History?

The day before the Interview you should make sure you:

- ✓ Prepare some questions to ask.
- ✓ Practice your answers to interview questions.
- ✓ Think of your top three skills/qualities and why you have applied for the role.
- ✓ Know the interview time.
- ✓ Know how to get there.
- ✓ Plan to arrive 10 minutes early.
- ✓ Know what you are going to wear and have it clean, ironed and make sure it is APPROPRIATE!

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WE CAN HELP.

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The interview

Today is the day. You have done the preparation, you look smart in your outfit and you have arrived early. First impressions, positive or negative, can make or break a job interview within the first five minutes.

Below are some tips we have prepared to help you in this process.

- ✓ Smile and say hello to everyone. A positive reaction from the support staff is an important factor in the evaluation.
- ✓ High self-esteem and self-confidence are the hallmarks of the successful individual. There's nothing wrong with feeling good about yourself.
- ✓ Practice your responses to all the typical questions, such as "tell me about yourself" and "why are you looking for a new position?" How well you speak will have a bigger impact than what you say. A good idea is to practice in front of the mirror.
- ✓ Be prepared to discuss in detail and with examples your five or six main strengths. Assuming you have done some homework on the company, these strengths should also be closely aligned to the key traits the employer is looking for in a person to fill their position.
- ✓ Support statements about yourself with specific examples.
- ✓ Stay alert during the job interview. Maintain good eye contact. Sit forward in your chair. Be animated. Show high levels of interest and stay enthused. These actions can maintain or generate momentum during the interview. This is especially important when you are doing multiple interviews on the same day. The energy level must be as high for the last as it is for the first.
- ✓ Don't be arrogant. A presumptuous, overbearing attitude will offset the finest abilities. There's a fine line between being too confident and cocky. Don't cross that line.
- ✓ Be prepared to ask a few questions, this will help to demonstrate your intelligence, analytical skills and assertiveness. Have these prepared from your research.
- ✓ Never bad mouth previous positions, companies or employers. No matter how well founded, this implies a negative attitude, typical of those who don't take personal responsibility for their actions.
- ✓ By the conclusion of the interview, state that you are definitely interested in the position and would like to know what the next steps are to take.
- ✓ In addition, good eye contact, thank you for your time and a firm handshake.

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