



Job interview basics

These tips apply to panel, group or individual interviews.

Find out about the employer and job

- Search online, network or visit the employer's shop or premises to find out about their products and services, their location and their business or community achievements.
- Identify what the employer wants and what you have to offer.
- Make sure you can answer the question 'Why do you want to work here?'

Organise transport and be on time

- Figure out how you are getting there: check bus or train timetables, travelling time and parking availability. If you are driving, do a practise run a few days before so you know how long the trip will take.
- Put the employer's contact details in your phone so you can call if you are held up in traffic on the day.
- Allow plenty of time to get there – you should arrive at the business 10 minutes before your interview starts.

Practise your answers to interview questions

- Be ready to explain what you did in past jobs, including things you liked or found difficult and why you left.
- Provide examples of situations where you took responsibility for work tasks and achieved a good outcome for an employer, team or project.
- If you are interviewing for your first job, think of times you showed initiative or other relevant skills in a non-work environment, for example through school, sports or volunteer activities.
- Write out your answers to common interview questions in dot points.
- Build your pre-interview confidence by practising out loud with friends or family.



Think about your personal presentation

- Wear clothes to suit the role but when in doubt dress up rather than down.
- Get your outfit organised in advanced.
- Personal presentation includes:
 - your clothing, grooming, hygiene and body language
 - how you speak to and get along with others
 - how you present yourself on social media sites

Make a good impression

- Be polite and confident: acknowledge everyone you meet, make a little small talk but don't talk over the top of anyone.
- Be aware of your body language: good posture projects respect and confidence, maintain appropriate eye contact and don't fidget.
- Be interested and interesting: listen carefully and keep your answers relevant to the interview questions.

Follow-up after the interview

- At the end of the interview you should ask how long it might take before the outcome of the interview is known and request details for a contact person you can follow-up with.
- If you don't hear from the employer after the time they indicated it's okay to give them a call to follow-up.
- If you didn't get the job, this is a good opportunity to ask for some feedback on how you performed at the interview and what you can do to improve next time.

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