Preparing for an interview

Employer research

Knowing about an organisation is very important before an interview. Some employers will ask you what you know about their business at an interview!!! Having general knowledge about an organisation will also help you think of questions to ask at the interview. As you are researching, if you think of something you would like to know about the job or the organisation, write it down on a list and take it with you to the interview.

- Basic facts to discover -
  Name of company, directors, owners etc.

  Size of company, amount of employees, branches.

  Products and services provided.

  Who are their customers, clients etc.

First impressions

- Make sure you arrive for the interview at least 15 minutes early.
- Turn your mobile phone off.
- Introduce yourself and shake hands when you arrive.
- Speak clearly, don't use slang or bad English.
- Address the interviewers by their names.
- Brush your teeth, use deodorant and clean your fingernails.
- Your appearance is important, make sure you have -

  ➢ Neat, clean conservative clothes
  ➢ Clean and brushed hair
  ➢ Clean and suitable shoes
  ➢ Minimal make-up and jewellery

- Be organised, have your portfolio neat and tidy. Include your questions for the employer in the back of your portfolio, together with extra copies of your Resume.

Body language

- Maintain eye contact and smile.
- Occasionally nod your head.
- Answer questions briefly and positively,

        Don't -   Cross your arms

                      Slouch in the chair

                      Pick at your fingernails

What to take to an interview

- Your portfolio containing your Resume (plus spare copies), qualifications, references, certificates (including OH & S) etc.
- A copy of your job application, including the advertisement, cover letter.
- Pen and paper
- Your list of questions about the job

Interview format

- Usually an interview will follow these guidelines;
  - The interviewer will give an overview of the position
  - The interviewer will ask you some questions
  - You will be given an opportunity to ask questions
    (this is where you can offer your portfolio to the employer)

Closing the interview

- Thank the interviewer/s for their time.
- Ask when you can expect to hear from them.

Possible interview questions by the interviewer

Personal

- Tell me about yourself?
- What made you apply for this job?
- What clubs or organisations are you a member of?
- What do you do in your leisure time?
- What qualifications do you have that would benefit this job?

Cooperative

- How do you feel about working with others and as part of a team?
- Do you follow instructions easily?
- When required, would you be willing to work overtime?

Self confidence

- What are your strengths, weaknesses or faults?
- What qualities have you got to offer us?
- Why do you think you are suitable for this position?
- Why do you think we should employ you?

Motivation/initiative

- How did you prepare for this interview?
- What is important to you in a job?
- Why would you like this job?
- If you didn't understand an instruction, what would you do?
- What motivates you?
- Does future study appeal to you?
- Where would you like to be in 3 years?
- What is your future career plan?

Other

- What do you know about our organisation?
- What qualities do you think are important to this job?
- Have you ever done this work before?
- What do you like about our company?
- Would you like to ask any questions?

Possible interview questions to the interviewer

- Why did this position become available?

- If I were successful, whom would I be working with?

- To whom does this position report?

- Are there opportunities for advancement or further training?

- What is the promotion structure?

- Does this company have performance reviews and if so, how often?

- What will the induction programme involve?

- What is a typical working day and week like?

- Do you run at 100% capacity all year?

- Is a uniform required and is it provided?

- What is the next stage of the interview process?

- If successful when would I start?