

6 How to Interview for Jobs

That interview

Employers want to be reassured **you are the right person** for the position.

If you can do this then you've got the job!!!

All you have to do is be **just that little bit better** than the other candidates.

Heres how:

- ❖ Arrive on time.
- ❖ Be well presented.
- ❖ Make an excellent first impression.
- ❖ Positive body language-Don't fidget.
- ❖ Listen carefully to the questions asked-no assumptions.
- ❖ Give concise, positive, relevant answers. Demonstrating your skills-experience-qualifications-attributes.
- ❖ Say why you want the job and what you can offer.
- ❖ Demonstrate interest in the position and the organisation.
- ❖ Address fully any reservations they may have about you.
- ❖ Ask questions that demonstrate your interest and knowledge.
- ❖ Thank the interviewer for their time and the opportunity to interview for the position.

NOTES

That interview

Arrive on time:

- ✓ Know exactly where to go.
 - Address
 - Entrance
 - Floor level
 - Office
- ✓ Getting there.
 - Public transport-bus-train times.
 - Private transport-traffic-parking.
 - Weather conditions-heat-rain.
- ✓ Composure
 - Check presentation in mirror.
 - Arrive for interview five minutes early.

Be well presented:

- ✓ Wear your best appropriate outfit.
- ✓ Wrinkle free clean fits well.
- ✓ Polished shoes-no signs of excessive wear.
- ✓ Hair neat and tidy.
- ✓ No cigarette odour.
- ✓ Avoid heavy perfume/aftershave.
- ✓ Make up-jewellery simple understated.

Make an excellent first impression:

- ✓ Smile.
- ✓ Eye contact.
- ✓ Firm handshake.
- ✓ Speak clearly.

Positive body language-Don't fidget;

- ✓ Be upright and alert-not looking at the floor-head /eyes level.
- ✓ Avoid mannerisms.
- ✓ Avoid holding papers, keys, phone, etc.
- ✓ Arms uncrossed.
- ✓ Hands visible.
- ✓ Both feet on the floor.

That interview

Listen carefully to the questions asked-no assumptions:

- ✓ Ensure you fully understand the question.
- ✓ If unsure, clarify/rephrase: “Do you mean...” “What you are asking is.....”

Give concise, positive, relevant answers.

Demonstrating your skills-experience-qualifications-attributes:

- ✓ Stick to the point.
- ✓ Answer with enthusiasm.
- ✓ Demonstrate skills -previous experience –attributes-competence etc **with every answer.**

Say why you want the job and what you can offer:

- ✓ Reassure interviewer you really want the position.
- ✓ What can you offer-more than someone else.

Address fully any reservations they may have about you:

- ✓ Listen carefully to the reservations.
- ✓ Reassure by providing; examples-solutions-more information.

Ask questions that demonstrate your interest and knowledge:

- ✓ Show your interest
- ✓ Show knowledge and research of the organisation.
- ✓ Demonstrate personal attributes, eg-asking for clarification-feedback.

Thank the interviewer for their time and the opportunity to interview for the position.

- ✓ Demonstrates your appreciation of this opportunity.
- ✓ Law of “primacy and recency”-We remember most first and last experiences. Make an excellent, last impression.

That interview

To interview well----Really well you need to be:

- ✓ Confident.
- ✓ Self assured.
- ✓ Relaxed.
- ✓ Clear thinking.

Write down and **practice answers** to likely questions.

Practice:

- ✓ With other people.
- ✓ By yourself.
 - In front of mirror.
 - On the bus.
 - Walking.
 - Anywhere you like.

Remember nearly all interview questions can be easily answered by referring back to your:

- ✓ Skills.
- ✓ Attributes.
- ✓ Previous experience.
- ✓ Qualifications.
- ✓ Reasons for applying for the position.

PRACTICE = Confidence = Competence = Employment !

NOTES

That interview

Standard Interview Questions

Develop a brief summary of your best answers to these questions.

Example Retail Sales position.

Tell me about yourself
Live close by--Own transport--Previous experience at Coles and Seven Eleven.
Retail qualifications- Customer service, Cash register, Ordering stock, Communication Skills.
Reliable.Punctual.Hard working. Available Monday to Saturday-Can start immediately.

Tell me about yourself?

Why do you want the position?

Have you done this kind of work before?

What do you like most about this type of work?

Why should we employ you?

What can you offer the organization?

That interview

What are your goals?

Are you a team player?

What are your strengths?

What are your weaknesses?

Can you take directions from younger managers?

Can you work in a fast paced environment?

How do you cope with stress?

What days -times are you unavailable?

What three words or phrases best describe you?

That interview

Questions you can ask

- ✓ Is there any thing on my resume or anything we have discussed today you wish me to clarify or further elaborate on?
- ✓ Should I be successful ---- ---What would be my first duties?
- ✓ Are there opportunities for advancement from this position?
- ✓ Should I be successful----- When would you like me to start?
- ✓ When will you be making the final decision?
- ✓ Do you offer training?

Other questions:

✓ -

✓ -

✓ -

✓ -

✓ -