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HOW TO GIVE A GOOD JOB INTERVIEW

The following are simple Hints and Tips to prepare you for an interview – good luck.

Arrive Composed

Make sure you know the exact interview address, time of the interview and the name and position of the person you are to meet. Leave plenty of time to park the car or walk from public transport to arrive at the interview composed and on time.

Have the telephone number of the company / government department at hand to advise them if you are running late. If they are aware you have been delayed that is generally accepted, but arriving late unannounced is not. Find out how long the interview will take, and do not leave the car on a meter and end up worrying more about the parking fine than selling your skills to the interview panel.

Take a copy of your career profile / resume, writing pad and pen and take notes as appropriate.

Dress to impress

The first impressions really do count, and if you look untidy that's how you'll be remembered. Dress appropriately, if you are going for an office job or in sales always wear a suit and tie or neat skirt/dress, polished shoes and hair in a simple tidy style. If you are going for a blue collar job dress in very smart casual. Maintain a professional formal approach even though you may know the organisation allows less formal work dress code and has a relaxed work ethic. People should not judge a book by its cover, but they do, all the time.

Try to relax, deep breathing before you enter the interview, have a genuine smile on your face, and remember your manners, but keep it natural and focused. Shake hands firmly with people you are introduced to, and when you leave.

Preparation & Research

A few days before the interview research the company / government department to gain a better understanding of the work it produces, and the staffing structure. Being even a little knowledgeable demonstrates to the interviewer that you are taking the interview seriously and have taken the time to gain an understanding of their work environment.

Question yourself

Interviewers ask the same general questions in addition to those of a more technical nature pertinent to the job. Some of the common questions are as follows, learn them, prepare your answers and practice them with your family and friends:

- Why are you interested in this position?
- What are the most satisfying / frustrating things about your current employment?
- Tell me about your current boss?
- What are your strengths / weakness?

- Where do you see yourself in 5/10 years time?
- Why do you think we should give you the job?

Present your positive aspects

Under no circumstances run down your current employer or their opposition – this is viewed as negative. Talk about your achievements to show you are the right person, but do it without being boastful. Find the right tone in which to present your positive aspects.

Attitude is everything. Don't pretend you haven't got any weaknesses because everyone has some. Discuss your weaknesses as though you have recognised them and strive to overcome them. Examples are:

- I used to have bad time management so now I prioritise my workload first thing each day.
- I sometimes find it hard to delegate but when I have the results have been positive.

Admit if you lack technical strength in a particular area, but say you are sure it's not going to be a problem as you will pick it up.

Present a positive attitude

Always attend an interview with the intention of getting a job offer, only then do you have a chance of selling your attributes and skills.

Worthwhile Questions

If you are given the chance to ask questions, ask them. It's best to ask questions that fit naturally in the context of the interview, and only ask questions which have not been covered already.

Some standby questions are:

- What are the future plans for the company / govt department?
- What, in your opinion, are the major reasons why someone should join this company?
- What is the logical progression with the position, where can I expect to be if my performance is perceived to be good