

## JOB INTERVIEW PREPARATION

Here are the key things you need to know about preparing for your job interview:

### Know where you're going

This one might sound obvious, but so many people leave home without the address or their contact's name. Look up the address on a map in advance so you know exactly how to get there and check the timetables if you're relying on public transport. Print it out or take a photocopy with you if you can.

### Don't be late!

Give yourself plenty of time to get there so you're not flustered and sweating – there will be plenty of time for that during the interview!

### Dress to impress

Even if you're going for a job where you'll have to wear a uniform or overalls and get down and dirty, make sure you're wearing clean and pressed clothes that will make you appear committed and professional.

### Sniff the pits!

Make sure you're showered and deodorised and smelling pleasant and your hair is clean and tame. But go easy on the perfume or aftershave. You don't want the interviewer reaching for a gas mask.

### Match your socks

It's the little details that count. Make sure your clothing is properly coordinated right down to your shoes and socks.

### Bring your resume

Take a copy of your resume with you and refer to it if you need to during the interview. And make sure you know what's in there!

### Do your research

Know the company, know the job and be prepared to answer their questions about the role and to ask them questions. Read their website or what is said about them in the media by searching news media archives and if you can, talk to others who work there.

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**An apprenticeship or traineeship is your chance to do paid work, get trained and end up with a nationally recognised qualification.**

### INTERACTIVE GUIDES

For more information, check out our "Job Interviews" interactive guide at youthcentral.



### RELATED TOPICS

For information on related topics check the following presentations at youthcentral.

**COLD CALLING**

**AGREEMENTS AND CONTRACTS**

**NEGOTIATING CONDITIONS**

**WHAT EMPLOYERS WANT**

### CONTACT US

**youthwebsite@dpcd.vic.gov.au**  
**www.youthcentral.vic.gov.au**

**Office for Youth**  
**GPO Box 2392V**  
**Melbourne 3001**

## Prepare your answers

Think of your answers and prepare several examples you can use for each of the questions below.

## QUESTIONS YOU MAY BE ASKED DURING A JOB INTERVIEW

### Tell us about yourself

- Don't talk about your personal life
- Be brief and speak for no more than two minutes
- Use this as an opportunity to demonstrate your excellent communication skills.

### What do you think this position involves?

- You can only successfully answer this question if you've done your homework and researched the company and the job
- Pay attention to what they tell you about the job and the company and put this into your own words.

### Why do you want this job?

- Show your knowledge of the company and prove that you've done your homework
- Tell them why you're the right person for the job
- Don't sound like you're desperate!

### What are your strengths?

- Know at least five things you're good at
- Make your strengths relevant to this job
- Keep your answers short.

### What are your weaknesses?

- Turn a negative into a positive
- State what you are doing to overcome it
- Make it relevant to this job.

### Tell us about a time when things went wrong and what you did to fix it.

- Prepare two or three examples in advance
- Make your examples relevant to this job
- Show that you have initiative.

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### How do you deal with conflict in the workplace?

- This question tests your 'people' skills
- Conflict could be a conflict of opinion or ideas or may also be a personality clash
- Not all conflict is negative – it can inspire creative solutions to problems
- Demonstrate your ability to resolve issues.

### Give us an example of how you have worked as part of a team.

- Prepare an example that demonstrates you how you fit into a team – are you the leader, the worker bee or the one who coasts on the hard work of others?
- If you don't have relevant work experience, draw from school project or a sports or hobby group to which you belong.

### What has been your biggest accomplishment so far?

- Look to the future – you might be just starting out so your biggest accomplishments lie in the future
- Be honest!

### What are your goals? Where do you see yourself in five years?

- Be career oriented – don't talk about your personal goals
- Relate your goals to the company and job you've applied for.

### When can you start and what's your availability?

- Do you have to give notice to your current employer? Check your contract or agreement.
- Do you need to take a break between jobs for some rest and recreation?
- Note the days and times you're available
- Try to be flexible.

### What are your salary expectations?

- Check award wages and minimum conditions before the interview. Call the Federal Government's Workplace Infoline on 1300 363 264 for more information
- It's OK to ask the interviewer about the salary range during the interview
- Use this question as an opportunity to sell yourself
- Don't negotiate your salary or wages in a job interview, wait until you have a firm job offer.

### Any questions for us?

- Ask specific questions about the company and the role
- If you're stuck, ask:
  - How would you describe the culture here?
  - What would I be expected to do on an average day?
  - What sort of performance appraisal procedures do you have in place?
  - What would be the top three priorities for this position?