

Employment Bootcamp 2021

Top Tips: Interview Preparation

Personal Grooming

Make your first impression count!

When you first arrive at an interview, the employer will be taking note of your personal appearance. This is especially important for jobs where you will be interacting with customers, as employers will want to know that you will uphold a positive image for their business.

- Do have a shower, brush your teeth and use deodorant/perfume (but don't go too heavy on the scents!)
- Make sure your clothes are neat and clean – no stains, holes, rips or tears. Your shoes should also be clean or polished.
- Keep jewellery to a minimum.
- Make sure your hair is clean and neat. Long hair should be worn in a practical style. (You may need to check just before you enter the interview location, particularly if you have been walking or on public transport.)
- If you wear make-up, keep it to a minimum and avoid bold or bright colours.
- If you have facial hair, this should be neat and well groomed.
- If you are carrying a bag, make sure it is neat and tidy (nothing falling out of it).

Before the day:

- Plan how you will get to the interview. Make sure you allow time for delays (such as a late bus or a flat tyre)
- You might want to practice getting there in advance, to ensure you don't get lost on the day
- Make sure you have the employers contact number just in case something goes wrong

When you arrive:

- Smile!
- Politely introduce yourself
- Walk confidently, with your head up
- Make sure your phone is on silent, and don't have it out. Even if you are waiting for your interview, avoid the temptation
- Thank the interviewers for seeing you

Common Interview Questions

(Source: Adapted from youthcentral.vic.gov.au)

Below is a list of common interview questions, along with some helpful hints on how to answer.

Tell me about yourself.	<ul style="list-style-type: none">• Talk about your past jobs (if you have any), or mention other relevant experiences such as volunteering, leaderships, sports participation etc.• Try to pick experiences that show you have skills related to the job you have applied for. <p>★Top Tip ★ This question is often asked at the beginning of the interview. Practice giving an answer and know what you want to say before arriving at the interview. Being well prepared and starting the interview strongly will help you to relax and feel more confident.</p>
Why did you apply for this job?	<ul style="list-style-type: none">• Your answer should show the employer that you understand what they do, and what would be involved in the role you have applied for.

	<ul style="list-style-type: none"> • For example, “I really enjoy working in a team and interacting with people, so I thought this customer service role would be a good fit for me. I am friendly and outgoing, so I can help your customers have a good experience in store.” <p><u>Do not</u> talk about why you are looking for work – don’t mention wanting/needing to earn money.</p>
<p>Tell me about a problem you had and how you solved it.</p>	<ul style="list-style-type: none"> • Describe a tough situation that you’ve faced in the past – it might be from work, school, family, community or sports. • Talk about how you overcame the challenge – make sure your example highlights that you were persistent and can cope with challenges.
<p>What are your strengths?</p>	<ul style="list-style-type: none"> • Here’s a chance to sell yourself! Choose one or two things that you’re good at, and relate these back to the job. • Give examples if you can, but don’t exaggerate or lie.
<p>What are your weaknesses?</p>	<ul style="list-style-type: none"> • The employer wants to know that you are self-aware. After all, we all have room to improve! • Pick something (that is not critical to the role), and talk about how you are working on that weakness and trying to improve.

