Interview Skills

Prepare

- Find out as much as you can about the company before you attend the interview. Check the Internet to see if the company has a web site. Check with your school, TAFE or local library or careers centre to see if they can give you any information.
- Make sure you know how to get to the interview and how long it will take to get there so that you can arrive a little ahead of time. Remember bosses like punctuality!
- Dress appropriately. A suit is always a good option. However, if the style of dress expected at the workplace is more casual than this, you can probably wear trousers or a skirt and just a shirt.
- Be well groomed. Make sure your hair, teeth and fingernails are clean and tidy.
- Come prepared with copies of your resume, references, school or TAFE results and any other information you think you may need. Here's another good use for your job search folder!
- Make a list of any questions you might like to ask about the job. This can help to show an interviewer that you are interested in the job.
During the interview

- Greet the person you are meeting and shake hands.
- Sit down when asked.
- Sit up straight, keep good eye contact and listen attentively. If there is more than one person interviewing you try to give each person equal attention when speaking and listening.
- Be prepared to talk about yourself. The reason for the interview is to find out more about you.
- Answer questions clearly when asked. If you don't understand a question ask the person to explain.
- Ask any questions that you may have. Show the interviewer that you are interested in the job.
- At the end of the interview, thank the interviewer for his or her time and ask when you may know the result. Shake hands and say goodbye.