



Australian Government

Department of Education,
Science and Training

Worksheet 5

Interviews

Interviews can be a very nerve-racking process for some people. This activity will help you to be prepared and improve your likelihood of success.

Preparation

By being prepared, you will be able to:

- predict possible questions
- show you want the job
- show you are enthusiastic about what you have done and what you want to do
- communicate your skills and abilities clearly
- focus on the person(s) interviewing you
- present yourself as being confident.

There are tasks you can do to be ready for an interview.

Preparation Tasks Checklist

- Research the structure, history, personnel and goals of the company.
- Know the contents of your resume very well.
- Prepare questions you want to ask the interviewer.
- Practise your interview skills.
- Practise how you will answer particular questions (especially ones which deal with possible barriers to getting the job).

- Know the time and place of the interview.
- Know the name of the person who will interview you (sometimes interviews are conducted by more than one person—find out who they are).
- Prepare an interview portfolio and know the contents very well.

First impressions count, so spend time on how you look and make sure that you are neat and well groomed. Imagine how the people who work there would dress if they were representing their company at a public function

Practice

Your performance at interviews will improve by practising the skills.

- Learn from each interview and improve your shortcomings for the next.
 - Rehearse interviews with supportive friends and relatives.
 - Hire or borrow a video camera and set up a roleplay with a friend.
 - Access government programs that may provide assistance.
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