

# INTERVIEW SKILLS AND TECHNIQUES

## RESEARCH THE COMPANY

It is really important to research the company before a job interview. You can review the job advertisement, look the business up online and ask advice from people who may know about the business or industry. Also consider if the type of work you are applying for will suit you and does it match your skills and interests. This will help when you are in the interview.

### **JOB JUMPSTART**

Exercises 1-6 -



### FIRST IMPRESSIONS COUNT

Dress appropriately for the type of job you are going for and wear something smart but comfortable.

Avoid overly casual clothing and excessive makeup and accessories.

Take care of your personal hygiene

Worksheet - Skills Road

### BE PREPARED

Plan and organise your clothing before the day of interview.

Organise your transport and arrive on time and if you can, do a test run.

Take copies of your documents

- resume, police check, drivers licence.

Rehearse expected interview questions, practice with others, record yourself.

Preparing for interview- Skills Road

SKILLSROAD®

Failed It vs Nailed it Part 1 [worksheet](#)

Failed It vs Nailed it Part 2 [worksheet](#)

How to nail a job interview - ABC Life

Industry Specific Practice - Job Active



# THE TRICKY QUESTIONS

## WHAT THEY REALLY WANT TO KNOW !

### What can you tell us about yourself?

Many employers will ask this question at the start of the interview. It is not a question about your personal life!

**Suggestion** - Write a script to help practice your answers.

**Include:** skills, experience, training, interest in the industry and personal attributes that make you a good fit for the role.

What are your weaknesses? or How do you handle setbacks or mistakes and what you have learnt from them?

**Suggestion** - Think of a problem or difficulty you have had in a work,

team or school environment that you had to overcome and how you have grown as a result of that experience.

Why should we hire you? or What skills and abilities do you have that will fit with our requirements?

**Suggestion**- Talk about why you became interested in the industry, the skills and personal attributes that will fit well with the organisation, match them with the job description.

Where do you see yourself in 5 years time? or What goals and plans do you have and what interest do you have in staying in the industry?

**Suggestion** - Talk about why you are interested in the industry and what you are wanting to learn by being in this job that will help prepare you for future goals and opportunities.

### Do you have any questions for us?

**Remember** - an interview is a two way discussion, this is your chance to find out more about the work place, what you would be doing from day to day and about the culture of the company.

**Examples:** Can you tell me what a typical day would be like in this role? How long have you worked here and what do you like about your job? What opportunities would I have to increase my skills and abilities? If I am successful what are the next steps in your process?

[CareerVidz -Top 7 Q&A](#)

[Indeed - Panel Interviews](#)

### Should you ask about salary at the interview?

Opinions vary about this, so here are some ideas:

- If you do want to ask - make it later in the interview and ask what salary range is being offered, as it may differ according to experience
- Check [here](#) to find a salary range you can expect in the relevant industry or look up [award rates](#)
- Alternatively, you can wait to discuss salary if you are offered the job

[Top Interview -advice](#)

[Career One - advice](#)





# GROUP INTERVIEWS

## WHO USES THEM AND WHY?

Group interviews are becoming more popular, especially with large national retailers and businesses that receive a large numbers of applications e.g. Bunnings. Employers use group interviews to streamline their recruitment processes and capture information about you that is relevant to the job. They are also interested in your people skills, how you work in a team and communicate with others.

### What to expect -

Group interviews can last for an hour or be broken into several sessions over a day or more, and may be with a recruitment company. You and the other candidates will answer questions or solve problems, facilitated by one or more interviewers.

### What to do in a group interview -

- Speak confidently but also give others a chance to talk
- Don't interrupt or talk over other people
- Show respect and courtesy to others
- Be genuine and show you can work in a team

*Work It Daily - 5 Tips*

*Career Vidz - Group interview*

*Indeed - Group Interview Activities*

## FOLLOW UP AFTER THE INTERVIEW

If the interview went well, following up with an email can show you are genuinely interested in the job. For example 'Thank you for the opportunity to join you for an interview. I enjoyed meeting you and I look forward to hearing from you.'

*Indeed - Writing a Follow up Email*

**TIP !** If you are not successful, don't be afraid to ask for feedback. It is important to be able to receive and respond to feedback so you can improve your interview skills and be successful in the future.

*Indeed - Asking for Feedback*

## SUPPORTS AVAILABLE

**Groomed to Go** - assist with suitable clothing and interview preparations

**Chisholm Skills and Jobs Centre** offer a range of job readiness advice, training, upskilling and job opportunities

