

Employment Interview Top Tips

Most jobs you apply for will require you to go through an interview process. Here are some general tips to consider.

How Interviews work

Interviews are designed to find out more about your potential, abilities and personalities, and is the most important part of your application to a job along with the supporting statement. Some interviews will request you to deliver a presentation or complete a task during the interview process. Once you complete the interview, they will usually get back in touch with you via telephone call soon after to let you know the outcome.

Interview tips

Interviews are not everyone's strength but, with a bit of preparation you can leave feeling positive about your performance. A crucial element employers will be looking for is *demonstrable examples when you answer their questions*. Interviewers are experienced and will be able to see any nerves, so do not be put off.

Quick things to help prepare yourself for an interview

1. Have you called the employer to have an informal conversation about the type of candidate they are looking for?
2. Have you been asked to deliver a presentation and are you prepared for potential questions on your presentation?
3. Are you clear about what the format of the interview will be?
4. Why do you want to work for that employer and in that role specifically?
5. Have you thought about how you can evidence your skills and experience?
6. Have you practised any interview questions?
7. What will you wear?
8. Are you certain of all interview details and confirmed attendance?
9. Do you know where you are going?

Plan ahead

You'll need to check where and when the interview is, sort out any travel and accommodation, and check their website for maps and directions. You need to be ready for questions about your CV.

You should attempt to show you know the latest information about developments in the sector, are there any new government policies that are affecting the career.

Practice makes perfect, so be encouraged to have mock interviews with a teacher, adviser, or someone at home. You will need to emphasise your experience and provide examples above all else. Writing out answers to potential questions can also be very helpful.