

INTERVIEW TIPS

BE PREPARED:

- It is important to know yourself, including your strengths, weaknesses and achievements. Have examples ready. Prepare for the key questions; Why are you applying for this role? Why are you the best person for the job?
- Find out as much information as possible about the company. Your efforts will show in the job interview as you will come across as being pro-active and astute. (you may even be able to ask specific company related questions e.g. I know that you deliver your products to the local region, however are you planning on expanding this to a state wide customer base?)

DRESS APPROPRIATELY

- Always assume that an interview is a dressy occasion. Dress on the formal side. Be conscious of necklines, hemlines, makeup and piercings. Shorts and T-Shirts are NOT OK to wear to an interview!
- Men should wear black dress pants and button up shirt (a tie would be great too!).
- Ladies should wear business attire (Long pants or knee length skirt, blouse and business jacket would be ideal).

HINTS:

- Employers expect you to be nervous. It's OK if you are. Remember to take a deep breath before you walk in.... and don't forget to smile.
- Asking questions about the position will show that you're interested. Suitable questions could include "Is there a uniform provided?", "What sort of training is provided for this position?" etc
- Punctuality is a subtle clue about attitude and behavior. Arrive about 5-10mins early. If you are held up unavoidably, make sure you contact them as soon as possible.