



Top Tips—Interviewing

Want to know the secret to making a good impression at a job interview?

Below are some top tips about what to do before, during and after that important first meeting with an employer.

Before a job interview

- **Do some research about the company.**
Find out what the main purpose of its business is to show them you're interested. Also ask them some questions about the company and what they expect from their employees at the end of the interview.
- **Two sets of eyes are better than one.**
When writing a job application, make sure you get a friend or family member to look over it. You'd be surprised at what a second set of eyes will pick up, and they might have some suggestions or things to add.
- **Practice makes perfect.** It's a good idea to practice your job interview with a friend or family member.
- **Allow yourself plenty of time to park the car,** or walk from the train/bus to ensure you get to the interview on time. Visiting the location a day before the interview will give you a good idea of how long it will take to get there.

After the interview

- **Make sure you thank your referees** and let them know how you went with the job.
- **Don't give up.** If you've applied for a job and haven't heard anything, keep applying. The length of selection process varies between companies. And remember; the more jobs you apply for, the better chance you have of finding a job that's right for you.
- **Make your intentions known.** Let the people you meet socially know about your job hunting efforts or career interests. You never know when someone will be able to help you out. Many people get jobs by word of mouth.

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During a job interview

- **If you don't understand a question,** just ask them to repeat it. Don't feel embarrassed to ask for a minute or two to think about your answer or to jot down some notes before responding.
- **What do you bring to an interview?** It's a good idea to bring a pen and paper and a copy of your résumé. You can also bring examples of work you have done. Putting these into a folder can make you look very organised and professional.
- **Who should be your referee?** It's best if you can use your current manager as your referee as well as a previous manager. You should have at least two referees, but three is better if possible.

Top Tips—Job Searching

Good planning and preparation are required to make the most of your job search. It's important to first decide what kind of work you want to do and where it is that you might like to work.

The handy tips below can get you started on improving your job search skills:

- **Be organised.** Write down your phone number and email address on your résumé so that you can be contacted easily.
- **Have an up-to-date résumé.** Even if you are currently at work or have found the job that you want, it is still important to have a current résumé. You never know when a good opportunity might come along.
- **Design your own templates.** Keep an electronic version of an email, résumé and cover letter that you can easily edit to suit different jobs.
- **Keep a list of referee details.** Be ready to provide potential employers with a list of three referees. Include their name, job title, company, phone number and email address.
- **Check out advertised job vacancies.** Check for vacancies on jobsearch.gov.au, and Federal, State and Local government websites. You can also check out TAFE and University websites.
- **Use the Web.** Check commercial as well as government websites, such as CareerOne, MyCareer, NowHiring and Seek. Look at the websites of professional organisations, industry associations and companies you'd like to work for.
- **Use free services.** Visit the Job Network website (jobnetwork.gov.au); contact a Job Placement Organisation (JPO); approach a recruitment agency or a Group Training Company; talk to your Career Counsellor at school, TAFE or University; contact employers directly; and attend Careers and Employment Expos.
- **Keep records.** Use a Microsoft Excel spreadsheet to keep records of all the job search strategies you choose, interviews you've attended, and thankyou notes you've sent. It's important to keep this information so you maintain valuable contacts with potential employers.
- **Watch the news.** Keep track of the latest business news in the area, industry or community where you want to work. You can find this information in your local newspaper, business journals, and non-commercial TV and radio news.
- **Keep trying.** Job searching can be challenging and it's easy to get discouraged. If your search is not producing the results you want, look at how you can turn some of your weaknesses into strengths. Search websites, such as Graduate Careers Australia, Australian VolunteerSearch and Green Corps for valuable work experience opportunities. Don't give up, the right job's out there.

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