



Australian Government



# Job interview basics

Find out about the employer and job

- Look up the employer online. If possible, visit their business. Find out what they do and their business goals and achievements.
- Use this information to work out what type of worker the employer wants. Then think about what you have to offer the business.
- Think about how you could answer the question 'Why do you want to work here?'

Arrange transport and be on time

- Think about how you will get to the interview. Check bus or train timetables, travelling time and where to park. If you are driving, drive there a day or two before so you know how long it takes.
- Put the employer's contact details in your phone. That means you can call them if you get stuck in traffic on the day.
- Allow plenty of time to get there. You should arrive at the interview 10 minutes before it starts.

Practise your answers to interview questions

- Be ready to talk about your past jobs. For example, things you liked or found difficult and why you left.
- Think of some examples of times you did well at work and got a good outcome for your employer.
- If you are interviewing for your first job, think of times you used work relevant skills in a non-work environment. For example, through school, sports or volunteer activities.
- Write out your answers to common interview questions in dot points.
- Build your confidence by practising out loud with friends or family.



### Think about your personal presentation

- Wear clothes to suit the role. When in doubt, dress up rather than down.
- Organise your outfit in advance.
- Personal presentation includes:
  - your clothing, grooming, hygiene and body language
  - how you speak to, and get along with others
  - how you present yourself on social media.

### Make a good impression

- Be polite and confident. Smile and greet everyone you meet. Make a little small talk and listen to what others say.
- Watch your body own language. Good posture projects respect and confidence. Maintain appropriate eye contact and don't fidget.
- Listen carefully and keep your answers relevant to the interview questions.

### Follow-up after the interview

- At the end of the interview ask when the employer thinks they will make a decision. Ask for contact details for someone to follow-up with.
- If you don't hear back from the employer within the time they told you, it's okay to give them a call to follow-up.
- Don't give up if you didn't get the job. Ask for feedback on how you did at the interview and what you can improve on next time.

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