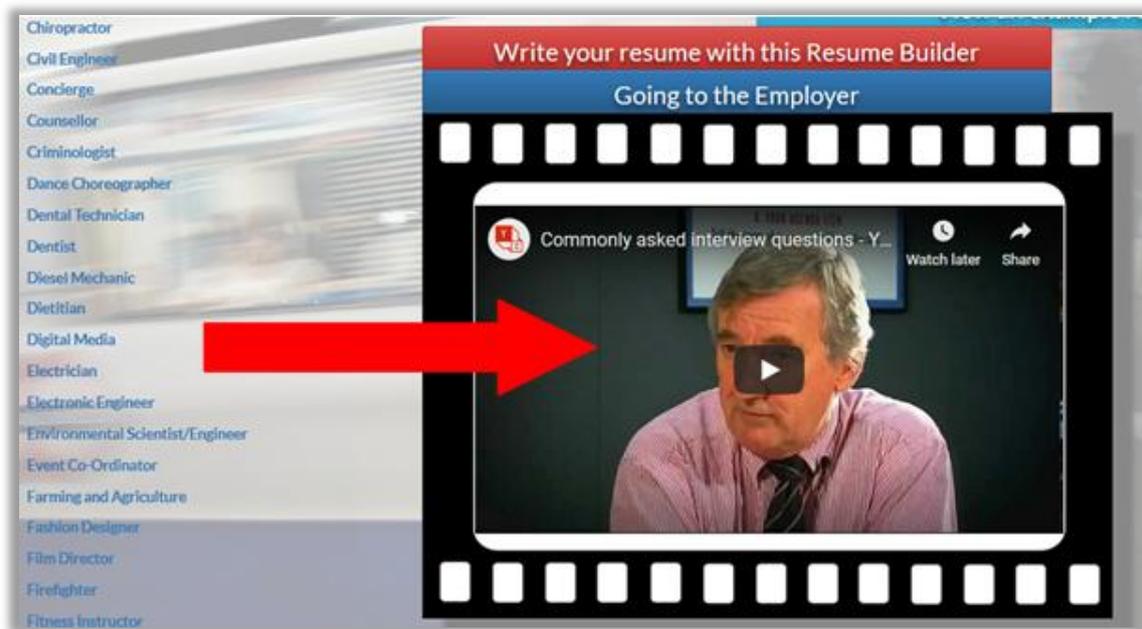


The Interview – What they will ask and how will you find the right answers?

Here are two excellent videos on the Job Interview. Discuss these videos in class.

Go to JobJump and select **My Job, Find My Job Ads**. In the middle of the screen is the video for the job interview from Skillsroad.



Watch this second video here:

<https://www.skillsroad.com.au/apply-for-jobs/preparing-for-interviews>

Preparing for the Interview

- 1. Write down all the important information**
 - When agreeing to an interview, write down the date, time and location. Ask for the name and phone number of the contact person.
- 2. Plan, research and practise!**
 - Plan ahead what you will wear and how you will get to the interview. Do a practice so you don't turn up late.
 - Research the employer to understand their business.
 - Practise your answers to the questions below on family or friends and ask for their feedback.
 - Prepare a neat Personal Folder to take with you that has copies of your supporting information.
- 3. Stay calm**
 - Remember that everyone finds interviews a bit stressful. Feeling nervous is normal.
 - If you start feeling stressed, a couple of slow, deep breaths may help you calm down.
- 4. Follow-up**
 - After the interview, ask about the next steps for the selection process.

Questions an Employer May Ask and What to Say in Reply

Tell me a bit about yourself.

You can mention about where you live and went to school, how many are in your immediate family and what hobbies and interests you do in your spare time. You can then mention key things about your personality that relate to the personal requirements for this career, by saying a phrase like, "I see myself as atype of person and I have references here to support that I have these qualities".

What do you know about this career?

Here is your chance to show that you have done your research on the career and you know what it entails. JobJump has videos to watch on many careers. Career information is also in Career Cwiz. If you went on work experience in this career, you can tell them what you did. (See Work Experience lesson for tips).

Have you had any experience in this career?

You can tell them about your Work Experience and what you learnt while on that experience. If you have not had that opportunity, then tell them that, although you may not have had experience with a company, you have picked up many skills by doing your own hobby project work in your spare time. Show them your project at this point. Every career has a project on JobJump. Go to My Career, select your career and you will find the project in listed there. In addition to this, you may have a part time job or have done community work. Explain these to the employer.

Why do you feel I should hire you?

You can answer this by referring to the personal qualities you have and giving examples of how you have demonstrated these qualities. You can also talk about how you have done your research into this career and it has made you even more certain you wish to do it. Add that you are strongly motivated to this career and see your future in it and proof of this passion is from having done your project.

What do you know about our company?

Have you done some background checking on the company's website? Find out about what they do and work out what special areas you like. You can comment that it is a very reputable company which offers great opportunities to expand your skills in the future.

What are your strengths?

List here the personal qualities that relate to the career, explain how you have demonstrated them and mention you have references on hand to support that you possess these qualities.

What do you see are your weaknesses?

It is important here to say that you feel you could improve in some areas. (No one is perfect after all). Mention one or two. It is important now to say what you are now doing to make improvements in strengthening these weaknesses.

Task:

Play Career Feud (Just like Family Feud but for Careers).

Put the following in order of top responses.

We surveyed 100 people and asked them:

"Name something that is not wise to do in an interview".

- Turn up late.
- Have dirty clothes or dirty hair.
- Forget my resume.
- Have no references to show.
- Forget to do some homework research on the company.
- Have no work experience or voluntary work.

