

## SOME HINTS AND TIPS TO HELP YOU ON THE DAY



- Duration of interview – 15 minutes
- Arrive 10 to 15 minutes early so you can register your attendance
- You MUST bring, at least, your application letter and resume
- You will be assessed on:
  - Resume and application letter – check your spelling and grammar
  - Your presentation – ensure your uniform is clean and tidy
  - The way you greet the interviewer – good eye contact, a good handshake, 'confident' approach...*the first couple of seconds makes a big impact*
  - The interview – how well you answer the questions
  - Your body language – show interest/enthusiasm...don't slouch or look disinterested
- Be able to tell the interviewer a bit about yourself
- Know your strengths
- Be able to give some examples of where you've shown 'employability' skills –  
Employability skills are:
  1. Communication
  2. Teamwork
  3. Problem solving
  4. Initiative and enterprise
  5. Planning and organising
  6. Self-management
  7. Learning
  8. Technology
  
- Have an example of an achievement you are particularly proud of
- Have an example of an achievement whilst under pressure
- Have an example of a successful team project and what your role was
- Understand about the job you are being interviewed for (do some internet research such as:  
<https://www.gooduniversitiesguide.com.au/careers-guide>)
- Know your goals for the future

On the next page you will see the questions we have suggested the interviewers could use.

Make sure you have solid answers to them.

Remember, this is not a test but simply a chance for you to practice interview skills.

## SUGGESTED INTERVIEW QUESTIONS

- Tell me a little about yourself – school, work experience, hobbies, leisure time...
- What do you believe are some of your key strengths? ...and/or...  
What essential skills do you believe you have?

*"Essential skills" also been referred to as employability skills / general capabilities / 'soft' skills, e.g. (See the next page for a description of these skills.)*

1. *Communication*
2. *Teamwork*
3. *Problem solving*
4. *Initiative and enterprise*
5. *Planning and organising*
6. *Self-management*
7. *Learning*
8. *Technology*

- What do you think you could improve about yourself?
- Describe an achievement you are particularly proud of in your life.
- How do you respond to working under pressure? Can you give an example?
- Tell me about a successful team project you have been involved in. What was your role and what made it a success?
- What are your goals for the future?
- What do you know about the position you have applied for?
- Why do you think you would do well in this job?

# ESSENTIAL/EMPLOYABILITY SKILLS

## A Brief Description

While there will always be job-specific skills that an employer is looking for, most employers will also want you to have some essential/general skills. These general job skills are sometimes called "employability skills".

## Having employability skills can help you get a job.

They can also help you stay in a job and work your way to the top. If you get a job interview, chances are you'll be asked questions about your job-specific skills and your employability skills.

Generally speaking, there are eight skills that employers want you to have, no matter what industry you're working in:

1. Communication
2. Teamwork
3. Problem solving
4. Initiative and enterprise
5. Planning and organising
6. Self-management
7. Learning
8. Technology

## SKILLS DESCRIPTION

### 1. Communication

Depending on the job, communication is about being a good talker and/or a good writer. It involves being confident about speaking to people (face-to-face or over the phone). It also involves writing well enough to be understood in emails and memos.

### 2. Teamwork

Teamwork means being good at working with people - both the people you work with and other people that come into contact with your organisation.

### 3. Problem solving

Problem solving is about being able to find solutions when faced with difficulties or setbacks. Even if you can't think of a solution straight away, you need to have a logical process for figuring things out.

### 4. Initiative and enterprise

Initiative and enterprise are about being able to think creatively and to make improvements to the way things are. They're also about looking at the bigger picture and how the way you work fits into that.

## 5. Planning and organising

Planning and organising are about things like working out what is required to get a job done, and then working out when and how you'll do it.

They're also about things like developing project timelines and meeting deadlines.

## 6. Self-management

Self-management is about getting on with your work without someone having to check up on you every five minutes.

You should also be able to stay on top of your own deadlines and be able to delegate tasks to other people to make sure things get done on time.

## 7. Learning

Learning is about wanting to understand new things and being able to pick them up quickly.

It's also about being able to take on new tasks and to adapt when the way things are done in the workplace change.

## 8. Technology

General technology skills that employers want include things like being able to use a computer for word processing and sending email, or knowing how to use a photocopier.

Some more specific technology skills relate to software, like using social media, working with design or video editing software or knowing programming languages.

Other technology skills relate to hardware, like knowing how to use EFTPOS, a cash register, a photocopier or scanner, a camera or a recording studio.