



## RESEARCH AND PREPARATION

So you have been called up for an interview. Congratulations! The very first step is to research your potential employer.

Find out as much as you can about them:

- What are their visions and values as a company?
- Are they interested in growth and productivity?
- Are they a family business with greater emphasis on relationships with their staff?
- What are some important/ recent projects they have completed?

Having this insight will help in the interview process, as well as the way in which you respond to their questions.



## PRACTICE THE "STAR" METHOD

Practice answering some common interview questions so you feel more confident and prepared for the real thing. If the interview is online ensure you have your computer/phone set up and fully charged prior to your interview. Find a quiet place away from others where you can't be interrupted, and ensure there is adequate lighting and your camera is clean and angled right. Study your resume and know it well.



## DRESS THE PART

This doesn't necessarily mean fancy or business attire - wear appropriate attire for the industry and position you are applying for. If the interview is during or after your normal working hours then it may be anticipated that you will be wearing your usual work attire, be it office attire or trade wear. If you will be wearing trade gear, and work in a field that leaves you particularly grubby, it may be of benefit to carry a change of clothes and some face wipes in the car - nobody wants to see their office covered in mud or grease! Avoid see-through clothes, jeans with rips, hoodies, exercise clothes, thongs and sneakers - this includes online interviews.



## BE PUNCTUAL

Whether it be online or in person, it is vital that you arrive early to your job interview. The interview begins from the moment you walk in the building (or commencement of Zoom meeting), so remember to always be respectful and courteous to everyone who works there - including in the car park and the nearby coffee shop.



## THE INTERVIEW

Greet the interviewer with a firm hand shake and a warm greeting. Recite the name of the interviewer when they state their name. This makes it easier to recall their details in future.



## NERVES

It is perfectly normal to feel nervous before an interview. If you begin to feel the nerves creeping in prior to or during your interview, there are a few simple and techniques which you can use to calm yourself and quickly regain control. These include:

- Taking a deep breath and count to 3 before you exhale - repeat as necessary- prior to the interview
- Answering when you exhale during the interview - this gives you greater control of your breathing and reduces the quiver in your voice
- Saying some positive affirmations in your head, such as: "I've got this!", "I am intelligent.", "I am perfect for this position" - it's amazing what a positive mindset can do for your confidence!



## BODY LANGUAGE

Body language tells the truth, and in a job interview gives the interviewer a great deal of information that is not conveyed by the spoken word alone. It can reveal your confidence, ability to focus, interest as well as your nerves. These are some simple ways to improve your body language for an interview:

- Check your posture - sit up straight, but comfortably. If you naturally slouch, pretend there's a string pulling you up from the crown of your head
- Eye contact - rather than intently staring your interviewer in the eyes, a more effective way to ensure you look interested and engaged is to look different parts of their face every two seconds, rotating from eyes, nose, lips and back again
- Use your hands - use hand gestures when talking. This is also helpful if you find it hard to know what to do with your hands
- Nod your head - nodding your head while listening is an additional way to show attentiveness and engagement with the interviewer
- Lean in - leaning in is a natural thing to do when you're engaged in a conversation. Leaning slightly forward, keeping your shoulders back and down and your chest high demonstrates interest.



## FOLLOW UP AFTER THE INTERVIEW

If unsuccessful in obtaining the position, don't be afraid to ask "why?". Feedback is very important. Ask for any suggestions that could help improve your chances of success in future interviews. Were you strong in some areas but weaker in others? Having this knowledge allows you to correct and strengthen your interview skills.

## DOS AND DONT'S



- DO your homework
- DO be kind and courteous to everyone you meet
- DO remember to pause and consider your responses
- DON'T speak negatively of previous or current employers
- DON'T speak over the interviewer
- DON'T falsify information.
- Most importantly BE YOURSELF!

## FURTHER READING

- [Pass My Interview - The "STAR" method approach to interviews](#)
- [Cognitive Group - Body language tips to use during the interview](#)
- [Indeed - Top Interview Tips: Common Questions, Body Language and More](#)
- [Job Active - Interview Practice, Questions and Answers](#)
- [Robert Walters - Top 5 interview Do's and Don'ts.](#)

*- Laura Birch, Tradeswomen Australia Industry Reference Council Member.*

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