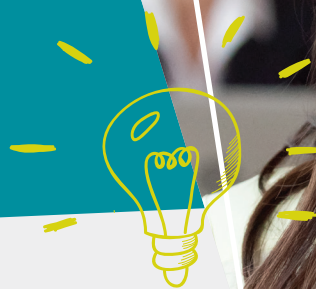


# INTERVIEW TIP SHEET



## Interviews can be tough...

Going to an interview can be nerve wracking, but with a little preparation you will feel more confident!

Do your research, read these tips and you will be able to show the employer that you are ready for your new position!

## Common interview questions and how to respond

### Why did you leave your last position?

Even if you left on bad terms, never say this in your interview. Use an answer like "I had gone as far as I could in that job and I wanted to learn new skills" or "I had important family commitments at the time and so unfortunately I had to leave."

### Why do you want this job?

The employer wants to know that you want THIS job! You could say "This job will give me the chance to work as part of a team and use my skills as a (cook/gardener/cleaner etc.) which is what I love to do!" or "This job has the perfect hours for me and is local so I will be able to balance my family commitments and enjoy my work as well!"

### You do not drive; how will you get to work on time?

You could say "I have looked at the bus/train route and I can easily get here on time by taking the number 66 bus at 6:15am each day."

### I notice it has been a while since your last job, why is that?

There are several answers you can choose here - think about what fits your situation and be honest but positive for example:

"Unfortunately, my mother became unwell and I took on caring duties for her - she is now recovered, and I am ready to get back into work!"

"I lost my last position due to COVID-19 and found it hard to find another job, I have been doing some independent contracting until the labour market recovered."

### You don't have much experience in (X) why should I hire you?

That is true, but I am very adaptable and keen to learn new skills. I follow instructions well and I can't wait to take on a new challenge!



*An interview is a just a chance for you to find out more about the job, and for the employer to find out more about you!*

## OTHER TIPS FOR SUCCESS



### Do a little research

Look online at the company and be ready with a question at the end of the interview. An employer will often ask if you have any questions for them. Ask something like "Will there be any opportunity for further training - I want a career here and not just a job."



### Dress for success

Wear smart and appropriate clothing, clean and tidy hair/makeup and this will help you look and feel confident.



### Arrive a little early

Plan your journey and make sure you have plenty of time to get there. Check the address, know where you are going and who you will be seeing.



### Smile!

Shake the employers hand and look them in the eye - this shows confidence. The first 10 seconds are your first impression!



### Thank the employer for their time

Tell them that you look forward to hearing from them again. Send a follow up email to say thank you and ask if they need anything further. This keeps you on the top of the list!

## GOOD LUCK!



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