



Your CAREER OPTIONS NewsMail



PREPARATION: Sarina Russo Job Access Consultant Tanya Nagas discussing interview techniques with job seeker Wendy Quire

Get that job interview tips

Before the interview

Check out the company

A company will respond well to a candidate who has taken the time to do some research. Use:

- Yellow Pages and with websites.
- Telephone the receptionist and ask questions
- Libraries
- Employment agencies/job network consultants
- Company brochures
- Request an annual report
- Dress appropriately for the job.

Plan how to get there

- Ensure you have the exact address and company name.
- Plan whether you are going by public/private transport.
- Allow for last minute hitches and get there early.
- Know your facts and figures about your last employer.
- Make sure you are prepared to answer questions about your last position. Think of specific examples

from your previous employment, relating to duties and responsibilities. Never make negative comments about your previous employer.

Prepare questions to ask the interviewer

- An interview is a “two way street”, for example:
 - Why is the position available?
 - What sort of people have done well in the organisation?
 - How many staff are in this company?
 - Who would I be directly responsible to?
 - Would I be working in a team or alone?
 - Are there any plans for the company's expansion?
 - What are the company's best selling products or services?

Prepare and rehearse your answers

- Have a mock interview with someone so you have answers prepared for a range of questions.

- Be prepared to start at base rate and review later.

During the interview

This is your only opportunity to see yourself.

Use action words like “I organised...” and “I initiated...” Use concise, simple language, and speak clearly.

- If given an application form to fill out — fill it out neatly and completely (even if repeating your resume).
- Greet the interviewer using their surname.
- Follow their lead but try to get the interviewer to describe the position early so you can relate your skills to the role.
- Don't give yes or no answers.
- Give examples.
- Don't lie. Liars need to have a great memory.
- Thank the interviewer for his/her time.

Suzanne Waugh chats with Lifeline counsellor and project worker Billy J Cox about his day.

Q: Length of employment?

Six and a half years.

Q: What is your job description?

Face-to-face counselling, community education and development and maintenance of the Video Link counselling program within Central and North Burnett area.

Q: What do you look forward to about your day?

The possibility that I might facilitate positive change for a person whose life is in turmoil.

BILLY J COX

Q: What is the best thing that has happened since working at Lifeline?

Witnessing positive change in a client. Attaining my degree in counselling also rate highly.

Q: What attributes do employees need to succeed in this industry?

A passion for assisting others, empathic listening skills and a healthy commitment to self-care.

Q: What time do you finish work each day?

5pm.

Q: Where do you see yourself in five years?

Still motivated to improve my

counselling skills, and writing a self-help book.

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