

Interview Tips

- Arrive at the interview location earlier than scheduled, but not too early. Ten minutes beforehand is plenty of time.

If you are unfamiliar with the area, if possible, visit the location prior to the interview to avoid being late and becoming nervous / stressed.

- First impressions count.

Take extra care with your appearance for a job interview.

Think about what you are going to wear a few days before hand so you can check for stains, loose buttons and stray threads.

- Have a copy of your resume and application letter to take to the interview with you. This isn't for your benefit, but just in case the interviewer is not prepared.

- Present yourself in a professional manner.

Engage in small talk if you are led by the interviewer, but be aware that this discussion is still taken into account as part of the interview. The interview is not a time to discuss politics or religion.

- Maintain confidence throughout the entire interview process.

Try to maintain eye contact with the interviewer when you are speaking to them or are being spoken to. Positive body language also plays a role in demonstrating your self confidence. However, do not appear too confident.

- Be prepared to talk about situations from your work experience that demonstrate your ability to do the job.

- Make sure that you let the interviewer finish asking each question before giving an answer. Try to answer each question completely.

- Do not discuss salary during an initial interview unless the interviewer brings it up first.



- Be prepared with questions regarding the business, the role, and how some operational areas work i.e.: reporting lines, areas of responsibility, etc.
- Ask the question 'Is there anything about me that you are unsure about? I want to ensure that I provide you with the information you need'.

This gives the interviewer a chance to ask you more questions and gives you a chance to clarify any concerns that they may have.

For more information or to get feedback on your resume, contact MS&A Employment via email at: resume@msaemployment.com.au