

SPRINGVALE LEARNING

JOBSEEKERS- INTERVIEW TIPS

Springvale Learning provides access to free job search facilities for all programme participants. The facility is managed by a qualified and experienced employer liaison officer who can assist jobseekers to research suitable job opportunities in the job market, complete application forms and practice and preparation for interviews. This service includes free access to the internet, computer workstations, telephones and fax machine, printing, scanning and photocopying services for your job search.

Interview Tips

- Get reliable directions to the venue for the interview and always arrive in good time for your interview and allow for traffic delays. This will minimise nervousness and help you to relax before going in.
- Always dress appropriately for the job in question either suited and booted or smart casual as required.
- Always find out as much as you can about both the job you are applying for and the company interviewing you so you are well prepared.
- In preparation for the interview think about the questions you are likely to be asked and the answers you might give such as: What makes you think you are suitable for this job? Why do you want this job? Where do you see yourself in five years time?
- Remember to smile and be confident.
- Listen to the questions being asked, take a moment to think about your reply then answer clearly and concisely. Keep your answers short, relevant and focused. Avoid going off on long rambling replies to questions.
- Prepare a couple of relevant questions for the end of the interview. Remember the interview is not the place to seek clarification on holidays and bonuses. Ask about opportunities for further training opportunities and future promotion prospects instead.