

Interview Tips

- **Be on time** (a few minutes early is good...)
- **Dress appropriately!!!** Remember first impressions are lasting impressions. Think corporate and adult, remember this is not about appealing to the opposite sex.
- **Turn all electronic equipment off!!**
- **Remember the interviewer's** (or interviewers') names
- **Introduce yourself** politely and shake the interviewer's hand if offered.
- **Don't sit down until asked to do so.**
- **Body language is important.** Avoid fiddling and staring at the ceiling – this suggests you are disinterested. Don't lounge, sit up straight and look interested.
- **Be mindful of how you speak,** don't rush.
- **Look at the interviewer directly** – but avoid staring fixedly. This can be unnerving.
- If you don't understand a question, ask for clarification. **Don't waffle,** hoping you'll find the answer as you go along. Interviewers are trained to detect when you're talking rubbish.
- **Think about your good qualities and strengths. Be prepared to talk about these** – and give examples that could illustrate your claims eg. Teamwork, being supportive to work colleagues.
- **Think about your weaknesses.** Be prepared to confess one of these – interviewers can be turned off by arrogance and like a measure of humility. Confidence is a positive; over-confidence suggests an unwillingness to learn and by guided by others.
- Be prepared to answer a question on what you wish to do with your life. **You should show yourself as a positive person with goals.**
- **Do some research about where the course and/or employment can take you.** You should know something about an intended career and the outcomes of a course-either at university or TAFE. If the interview is with an employer, research the company and know a little about them, this demonstrates interest and enthusiasm. Check if they have a website. It is perfectly OK to take in a set of prepared dot points for your own reference (this shows you are prepared).
- If you have a university or TAFE interview, think about how you should **convince the interviewer that you're a suitable candidate for the course or scholarship.** Why should the interviewer have confidence that you'll make a great student – and better than some others that need a place or scholarship?
- If the interview involves sharing your folio, be sure to have it complete and tidy; don't have loose pieces of paper.
- **Make up a couple of questions to ask to show your interest in the organisation/tertiary institute** that the interviewer represents.
- At the close of the interview **thank the interviewer** for his/her time.
- Say goodbye as you leave.

GOOD LUCK