

PREPARING FOR A JOB INTERVIEW

Tips and resources

You have been offered an interview: Congratulations! Interviews can be intimidating, especially if it's your first time, or you haven't interviewed in a long time.

Do your research

Find out everything you can about the role you are interviewing for, and about the company/organisation.

Explore the company/organisation's website, look at other job advertisements they have published, and search any other references to their work using Google or another search engine. Take notes and ensure you understand what kind of work the company/organisation does. Consider how your skills and experience would be useful to the company.

Make sure you have read all the available information about the role you are interviewing for. Note down the key responsibilities and any questions you have. Consider how your skills and experience would help you to perform the role well.

Practice makes perfect

There are many useful resources online to help you prepare for possible interview questions.

Some examples are included below:

[SEEK Interview Builder](#) / [Workforce Australia](#) / [Dress for Success Career Centre](#)

Practice with someone – or with yourself! – how you will answer common questions, ensuring that you prepare relevant examples from your skills and experience.

If you do not have relevant paid work experience, you can draw on other relevant experience, including during your studies, in a voluntary position, or in your caring role. Just make sure that you explain why the example relates to the role.

***For example:** I have demonstrated my strong organisational skills in coordinating services for my partner as a full time carer. My experience booking and scheduling appointments, quickly finding service information online and keeping up to date with correspondence will help me succeed in this role.*

Apply your caring skills to the role

If you have a gap in your resume due to caring, prepare how you will speak about this period with confidence. Consider how the skills you have developed from your caring role will help you perform well in this role.

Practice your explanation to keep it clear, concise and professional. You do not need to share personal details or the whole story.

***For example:** For the past two years I have been caring full time for my mother who lives with dementia. During this time, while I have not been in paid employment, I have learned a lot about aged care services and developed strong communication and advocacy skills which I believe make me a strong candidate for this position.*