

Impressive Interviews Newsletter # 2

Welcome back and Happy Valentines' Day

First things first.....the winning entries in the
'Name the Newsletter' competition

FIRST PRIZE goes to

Suzanne Shiel from Eastside Personnel with

**Ten Seconds...
and Counting....**

SECOND PRIZE goes to

Guenter Virgils

The Funky Chicken
(Well, why not?!)

Congratulations!

Please contact me to collect your prizes!

Thanks to all who wrote in with great suggestions.
It was hard to choose the best out of all the excellent entries.

Now, after a good break, we are looking forward to new and
exciting opportunities for 2005.

So ...on to the business of getting jobs!



"Gives you the edge"

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Ten Seconds.....and Counting.....

At an interview, this is approximately the time a prospective employer takes to decide whether you are suitable for the job on offer. **SO, MAKE EVERY SECOND COUNT! PREPARE FOR THE INTERVIEW.**

1. Get into the employer's head

This is the most important step in preparing for a job interview - because you need to convince the employer that you are the best person for the job. So, think about what you are going to say at the interview from the employer's point of view. Try to understand what the employer's organization needs from you.

Take time to find out about the organization. Most organizations have websites. You can also contact them and ask for an annual report or company brochures. If the organization has a public profile, you can look up any media coverage on it at a library. Finally, ask yourself 'What is in it for them, if they employ me?'

2. Plan your answers

Take time to read the job description and your application, and use these as the basis of your answers to the questions you are likely to be asked at the interview. Prepare the important points you want to say so that you feel confident and can speak fluently.

Some of the likely questions will be variations and combinations of the following:

- Why do I want this job?
- What skills do I bring both technical and personal?
- What experiences have you had that you could apply to this job?
- What do I want to tell them about me?

Also, think about the questions you might like to ask them.

3. Set the stage

Your verbal and non-verbal presentation has to get across the same message that you can do the job.

- Dress for the job not the interview - neat, smart and comfortable.
- Arrive for the interview at least 10 minutes early and use this time to focus
- Take three deep breaths to relax.
- When you are called in, stand up slowly, collect your belongings and then go in to the interview room.
- Smile
- Shake hands firmly
- Look them in the eye
- Sit in a businesslike manner

And finally, the interview is a two-way conversation. You have to convince them you can do the job. **BUT, it is also your chance to decide if you want to work for them.**

IMPRESSIVE



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Ten Seconds.....and Counting.....

Workshops

School Leaver Program - Early March

Two short courses to help school leavers with preparing a resume and /or for interview. The 2 half day courses are designed to provide practical hints on employer expectations, marketing skills and building confidence. To register for the workshops or more information please email -

workshops@impressiveinterviews.com.au or ring Deborah on (02) 0331 1853

Maximum SIX places

Cost per person - \$175

Public Sector Selection Criteria - Mid March

Do you want a job or are you seeking promotion in the public service?

Then this is the course for you. This half-day program is designed to demystify the public sector application process and show you how to address selection criteria. Learn what is expected and how to get to that interview. To register for the workshop or for more information please email -

workshop@impressiveinterviews.com.au or ring Deborah on (02) 9331 1853

Maximum 10 places

Cost per person - \$295

For information on programs visit the website at -

www.impressiveinterviews.com.au

If there is a particular topic you would like to see covered in this newsletter, please send your suggestions to -newsletter@impressiveinterviews.com.au

You can also contribute to the newsletter by writing a short article or sharing an experience. For example, what worked well or didn't work for you at an interview. We'd love to hear from you!

If you enjoyed this newsletter please feel free to forward it to friends or colleagues who may be interested.

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