

Hints for getting a job and interview tips

Consider the following before applying:

- Your interests, what you're good at i.e. school subjects
- When can you work – if school based what day you can attend
- Are there times you're not available for work
- Do you have an updated and neatly presented resume

What employers are looking for?

- Good, positive attitude
- Good presentation
- Ability to learn
- Reliable
- Motivation and initiative
- Good communication

The interview – preparation:

Spend time preparing by having a family member or friend ask you questions such as:

- Why do you want to work for that company?
- What kind of job do you want to hold five years from now?
- What are your strengths and weaknesses?
- Why should the employer employ you?
- If you could design your own job what would it be

This will help you be more confident and it will show in the interview

- Always take an up to date copy of your **resume**.

- Do some **research** on the company.
- Know the name and **correct pronunciation** of the person interviewing you.
- Check the **address** and know how long it will take you to get there and try to arrive between 10 and 15 minutes before time to allow for delays.
- Have some questions written down that you would like to ask the interviewer to help you learn more about the position.
- **PRESENTATION** is one of the most important areas you will need to consider.
- **FIRST IMPRESSIONS COUNT** so dress how you feel the employer would expect you to dress

Dress standards:

Males – neatly ironed business shirt with long or short sleeves, dark trousers, dark shoes (preferably leather) is recommended

Females – neatly ironed blouse or neat top that does not expose midriff, dark pants or moderate length skirt, business jacket if appropriate, stockings optional.

- Keep jewellery simple, good idea not to wear facial piercing until you've discussed it with the employer
- Ensure hair is clean and make-up simple
- Try to present yourself professionally

At the interview:

- **Be polite** to everyone as they work with the person who's going to make the final decision. If they get a bad impression they'll tell the interviewer.
- When you meet the interviewer, shake hands and try to **remember their name**.
- **Speak clearly**, don't mumble.
- Maintain good **eye contact**.
- **Listen** to the questions and answer with more than a "yes" or "no" answer.
- Be careful not to interrupt the interviewer.
- Remember you're trying to **impress** the employer.

- **Ask questions** you might like to ask the interviewer – e.g. uniforms, shift times, number of hours you can work, career prospects. Avoid asking questions about pay, allowances and holidays.
- Remember to **thank** the interviewer for their time.
- When the interview is over, ask when you should contact them in regards to the outcome of the interview.
- Finally, leave the interview with a smile!

Follow these few simple hints, and you should have no problem getting through your interview.

Here are some important rules to remember whilst at work.

- Arrive at work 5-15 minutes early
- Ongoing learning is part of the job
- Don't be offended with criticism, learn from what is said to improve in those areas.
- Think of ideas to help solve problems, not create them.
- Work hard to achieve the best possible outcome
- Never be rude to customers
- Keep to your word and fulfil all tasks required
- Adopt a busy work attitude
- Show initiative and prove to the employer you can think outside the square.
- Always be **TRUSTWORTHY and HONEST.**
- Remember you are representing both your school and your employers, so always be on your best behaviour and don't do anything that could affect the reputation of either part.



LOOKING FOR A JOB?

Employers' advice for young people



Many young people find that going from school to a job is tough. The good news is that many employers understand this and have suggestions for young people on how to improve their chances.¹

WHAT ARE THE MOST IMPORTANT THINGS THAT EMPLOYERS LOOK FOR?

Employers look for a number of things when recruiting young people, especially:

- A positive attitude and willingness to work
- Motivation and enthusiasm
- Someone who is prepared to learn and take direction.

IS BEING RELIABLE AND RESPONSIBLE IMPORTANT?

Yes, most employers also look for someone who is reliable and responsible. Young people need to be:

- Punctual and dependable
- Respectful to colleagues and customers
- Loyal and stay in a job for an acceptable period of time.

IS PRESENTATION IMPORTANT?

Yes, many employers said that young people need to pay more attention to their personal presentation, particularly when going to a job interview and when handing in their résumé. In particular, employers mentioned:

- Inappropriate clothing
- Untidy hair
- Tattoos, piercings and jewellery.

1. Survey of Employers' Recruitment Experiences. Between October 2013 and April 2014, 3142 employers in the Gladstone, Bundaberg-Hervey Bay, Central Victoria, Port Augusta - Whyalla - Port Pirie, Sydney West and Blue Mountains, Illawarra, Caboolture-Sunshine Coast and Tasmania regions were surveyed. Some responses were coded to multiple categories.

DO YOU UNDERSTAND THE DEMANDS OF THE WORKPLACE?

Employers said that young people often had unrealistic expectations of work. These include:

- Being unprepared for the demands of the workplace and the nature of the work expected of them
- The level of pay on offer
- Wanting to 'start at the top' instead of working their way up.

HOW VALUABLE IS WORK EXPERIENCE?

Employers said that getting work experience or doing volunteer work is a good way for young people to prepare for work as it:

- Provides an opportunity to learn about workplace expectations
- Enables young people to get practical skills and insights into different jobs
- Demonstrates a young person's commitment to work.

MAYBE YOU WILL NEED TO EXPAND YOUR SKILLS

Employers also said that further education and training is another important way for young people to improve their chances of getting a job because it helps them to get the skills and qualifications they need for the kinds of jobs for which they are applying.

HOW SHOULD I APPLY FOR A JOB?

Many employers discussed the importance of good job search skills. Employers said that young people need to:

- Tailor their application to the position for which they are applying
- Pay more attention to detail in their applications and résumés, particularly spelling and grammar
- Approach employers directly and personally follow up on their résumé, while being well presented when doing so
- Demonstrate some understanding of the industry or job for which they are applying
- Communicate well and appear genuinely interested in the job.

FOR MORE INFORMATION

To assist you in your job search, locating a Job Services Australia provider and access to a range of job sites go to www.jobsearch.gov.au

