Review sheet. Interview Tips Program.

Life’s a breeze, good school, good friends, plenty of sport and Mum and Dad pay the bills and give me spending money. I won’t get a real job for another 3-5 years. So what’s this got to do with me? Plenty!

Very soon you will be up for an Interview. Make it easy for them to say Yes by presenting your skills, achievements in a way that meets their expectations. Fill in the blanks, take the uncertainty out of saying yes.

**How do I find work?**

- What kind of work would you like to do?
- Use your networks. Ask around.
- Direct contact. Newspapers.
- Internet - Company & Agencies.
- Make a list, contact names and details.

**Things to do before you make contact.**

- You need to prepare “The 5p’s” =
- Proper Planning Prevents Poor Performance.
- Develop your C: drive.
- Draw up a relevant personal skills list = Hire me.

**Understand the sales proposition.**

- What are you selling?
- Who are you selling to?
- What’s in it for them?

**Create a CV. What do you need in it?**

- Personal contact details.
- School / achievements.
- Personal skills and attributes.
- Extra-curricular activities.
- Previous work experience??

**NB.** Your CV represents you! It’s your calling card. (CV’s are crafted, not cut and pasted!)

Behavioural Based Interviewing is based on: Past experiences are an indicator of future potential!

Think of “PAR” when writing. Problem – Action – Result = Behavioral Based Writing. Or think of “AIR” when writing. Activity – Input – Result, Make the statements work for You!

BBI questions revolve around – TDG = Tell me about – Describe a – Give me an example.

**The interview.** This can happen in a number of different ways when looking for a job:

- Initial phone call.
- Walk in off the street.
- Send in your CV.
- A formal interview.

Remember life is not a dress rehearsal! Every contact counts and is for real.

**What are employers looking for?** Someone who:

- Displays enthusiasm.
- Is willing to learn and contribute.
- Is a good communicator and team player.
- Is resourceful and flexible.
- Is a problem solver and decision maker.
- Is reliable and trustworthy.
- Is low maintenance and high return.
- Presents well.

**Do I have any Skills? Yes!**

**What are they?**

Let’s identify them, create a list using these headings, as suggested areas to look at:

- **School** – Class captain – team captain – in debating team - No.1 in - represent school in sport/music – involved in etc.
- **Social work** – Old folks – Church – RSPCA ?
- **Part-time work** – Paper round – pharmacy – family co. – car cleaning – gardening, etc.

**NB. Everyone has special skills & attributes !!!**

Image Matters!

Create a Positive First Impression.

**The Secret of Success?**

- Personality.
- Passion.
- Persistence.

Remember! Life is not what happens to you! It’s what you do with what happens to you!!