

INTERVIEWS

WHEN YOU GET THE CALL FOR AN INTERVIEW, MAKE SURE TO GET:

- Confirm time/address/what to bring before hanging up
- A contact number to confirm details, reschedule or cancel

THE DAY BEFORE AND DAY OF YOUR INTERVIEW:

- **Call the business (if they've given you more than 3 working days notice)** (confirm the time, location, parking & what to bring)
- **Put your resume and any certificates listed as a "Qualification" on your resume in a folder**
- **Research the company** (who they are & what they do)
- **Read position description** (make sure you understand the job/duties, prepare/rehearse your answers, make a list of any questions you have)
- **Arrive 10 minutes before your interview** – if you will be any less than 5 minutes before your interview or late, call them to inform them/ask if that is ok
- **Turn off your mobile phone – do not leave on silent**
- Be polite to **ALL** staff (people you pass in the hallway/waiting room/receptionist), not just your interviewer

WHAT TO WEAR

- **CLOTHES**
 - **MALES** - dress pants, dress shoes and dress shirt (no need for tie or jacket)
 - **FEMALES** – skirt/pants, button up shirt & ballet flats/work shoes (nothing that is too short, too tight, or too low cut)
 - **NO JEANS, THONGS, JOGGERS, TSHIRTS, STILETTOS, HATS OR SCARVES**
- **HAIR**
 - Long hair – tie up/back
 - Short hair – neat and cut well
 - Do not use too much product
 - If you have facial hair make sure it is neat/clean
- **MAKEUP** (minimal – natural look)
- **JEWELLERY**
 - Pull out all facial piercings (nose, eyebrow, tongue, lip etc)
 - Only wear one set of plain earrings and one plain necklace
- **TATTOOS**
 - Cover them up completely

MEETING THE EMPLOYER/INTERVIEWER

- Be polite, smile & maintain good eye contact
- **MALES** – always shake hands **FEMALES** – wait for hand shake to be initiated by them
- Wait to be instructed to sit (courteous/respectful/so you don't sit in the wrong chair)
- Good posture (do not slouch/lean) / No fidgeting (hold onto resume if nervous) / Good body language (do not cross your arms/look at floor or ceiling etc)
- Ask for a glass of water if one isn't provided (use to drink/calm nerves/stop dry mouth)