

# How to Handle the Job Interview

**The job interview is even more important than the resume. The resume is your ticket to the competition for the job but it is your performance at *the interview* that will win you the job.**

## What is the interviewer looking for?

1. Are you capable of doing the job – Do you have the right skills, qualifications and experience
2. How well can you do the job – Your enthusiasm, motivation
3. Your communication skills – Your ability to listen, comprehend, and express yourself
4. Your ability to fit the company culture – How well you will fit into their team, are you easy to get on with and likeable

The interviewer is looking for the person who is the best fit in all 4 areas

## Preparation is the key to success

- Research the organisation, position and interviewer(s) in detail. Google, LinkedIn and Facebook are very good on-line tools to use. The knowledge will reflect your initiative and enthusiasm.
- Be prepared to discuss specific examples from your past work to demonstrate your skills, knowledge and behaviour. Don't just prepare a list of strengths prepare a key example of each strength.
- Use the **STAR** technique to answer behavioural questions that ask for examples from the past:
  - S Situation** Detail the background. Provide a context. Which role? When?
  - T Task** Describe the challenge and expectations. What was needed to be done? Why?
  - A Action** Elaborate your specific action. What did you do? How? What resources did you use?
  - R Result** Explain the results, accomplishments recognition, savings etc. Quantify
- Prepare some questions to ask the interviewer. Write them down if feel you will forget them.
- Take a note pad and write brief notes in the interview.
- Ensure that you have all the correct details regarding the interview time, date, place and name of the interviewers including the telephone number and interview location. Work out your route in advance, how long it will take you and where you are going to park or get off public transport.

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## Dress for success

First impressions count. You will make a good impression and you will feel more confident if you dress appropriately for the interview. Of course different companies have different dress codes but you should look your best at the interview.

## What to wear

For women, a business suit is most safe and suitable, tailored and conservative. Alternatively a professional looking skirt or slacks with an appropriate and conservative shirt/top is suitable. Ensure that minimal jewellery is worn and that hair is neatly groomed and tied back if long or around the face. Closed toe shoes which are clean and not scuffed are appropriate.

For men a dark business suit with a pale shirt and a conservative tie, clean and polished dark coloured shoes. A wristwatch, a wedding ring if married and no other jewellery.

Take your documents (resume and any notes you want to take) in a black file or zip up compendium. Ensure that your interview clothes are aired, clean and ironed. If there is time try the outfit on the day before to ensure that it fits well and is clean.

If you are unable to afford suitable interview wear there are some non-profit organisations which provide good quality clothing, shoes and grooming advice free of charge. You will need a referral from the Jewish Care Employment and Education Centre. Please contact us on 8517 5912.

*For further information on job seeking skills, you may like to attend one of our Tools and Techniques for Job Seeking workshops.*

*The workshops include information and tips on:*

- Job search strategies (including using career websites, recruitment agencies, LinkedIn and networking)*
- How to identify and respond to key selection criteria*
- How to write a cover letter and resume and target them to each position*
- Interview skills*
- Employability Skills*

*Previous participants of this workshop have found it to be very useful and enjoyable. For bookings or more information, please call the Employment & Education Centre on 8517 5912 or email [eec@jewishcare.org.au](mailto:eec@jewishcare.org.au)*