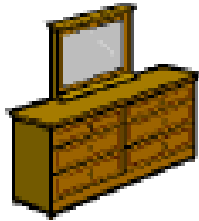


# GOING FOR A JOB

**How the 3P's can impact on your level of success, your application & canvassing process and your interview when looking for a job (Prior Preparation, Presentation, Positive Attitude)**

## Pre-Interview

(At home)



## **Keep in Mind**

- Prior Preparation
- Presentation

At least a couple of days before the interview day, make sure you research the business you are being interviewed, on the internet. The question **“What do you know about our organisation?”** is usually asked.

A couple of days before your interview, be sure to proof read over your resume and/or your application to check for any last-minute inclusions or missed errors, make additions and refresh your memory on past experiences.

A couple of days before the interview, drive or catch public transport to the venue of the interview, as a practise run to know exactly how long the trip will take you in the expected traffic conditions.

On interview day, it is vital to leave home with your resume plus spare copies, all relevant certificates, all neatly presented in a plastic sleeve folder.

On interview day, it is also vital to leave home dressed ready for the interview. Ask mum or dad or your career advisor for hints on clothing attire for the interview. Knowing the interviewers name and the correct interview time will complete your preparations. If forgotten, call the business before leaving home and politely ask,

“Good morning/afternoon, my name is Peter, I have an interview for the Apprentice Cabinet Maker position, could I please be reminded of the time and the name of the interviewer please?” Remember to say “Thankyou”

## Pre-Interview

(Initial introduction at place of business)

## **Keep in Mind**

- Presentation
- Positive Attitude



The initial introduction at the place of business is an important time when the applicant meets people at reception, in an office or other area of a workplace.

Presentation must be perfect when walking into a business for that initial introduction. Be mindful of dress, hair, body odour, cleanliness and overall presentation; ensure you look as neat and tidy as you did when you left home.

Ensure you keep a positive attitude throughout the entire initial introduction, remember a please and a thankyou with a smile will help make the best impression and calm your nerves.

“Good morning/afternoon, I am here to attend the interview for the Apprentice Cabinet Maker position at 3pm with Mr John Silver please”



## **Interview**

(With employer or interviewer)

### **Keep in Mind**

- Prior Preparation
- Presentation
- Positive Attitude

It is now time for the interview. Efforts made from your earlier preparations and ensuring neat and tidy presentation will help guarantee excellent first impressions are met with the employer or interviewer. If attitude is positive a high level of keenness will automatically follow, leaving a great impression with the employer or interviewer.

If there is a long wait before the interview, read over your resume and/or application to refresh your memory once again. This last minute preparation will help in the interview and help prevent mental blanks. It can also help take control or ease your nerves. If still waiting, look for any of the organisation's literature, booklets, company magazines, etc. you may read something of great interest, which when they ask "Do you have any questions?" or "What do you know about our organisation?" helps you make a greater impression during the interview, showing them that you have a high level of interest in the organisation.

The preparations made before the interview will also help with answering all the questions. Remember the golden rule..... If unsure, DO NOT make anything up, just be honest.

## **Post Interview**

(Leaving, time to wait)

### **Keep in Mind**

- Presentation
- Positive Attitude



It's not over yet. The impression made when leaving the interview room and then leaving the place of business can impact or affect your chances of successful employment. When leaving, thank the interviewer and anyone who assisted you both during and before the interview. This will help create a positive lasting impression. Having a positive attitude and making a discreet last minute presentation check will help just in case you walk past any one who may be part of discussions on your potential future with that organisation. It's not the time to curse if the interview seemed to go badly, who knows; the interviewer may have thought it went well. It is also not a time to celebrate if the interview seemed to be a success; wait until you are well away from sight or hearing distance, but a smile is OK, ESSENTIAL. A follow up phone call a few days after the interviews are completed, may be favourable. Be sure to know the interviewers name and the exact position you applied for, before calling.

“Good morning/afternoon, I attended the interview for the Apprentice Cabinet Maker’s Position last Monday. I am interested to find out if any decisions have been made please”