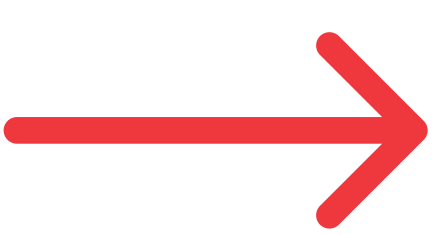


RESEARCH THE EMPLOYER



Learn what they do	Find out their company values	Check out their socials	Learn their location

Review the job description	Visit their website
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WEAR SOMETHING YOU FEEL COMFORTABLE IN

WHAT TO WEAR



Clean and wrinkle free clothing is best	Top suggestions Jacket or Blazer Button down shirt	Bottom suggestions Suit or tailored pants Closed toe shoes	

Smart business attire	Minimal accessories recommended
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MAKE AN IMPRESSION

ON THE DAY



Be on time plan your travel, aim to be 10-15 minutes early	Good hygiene first impressions matter	Check your phone is on do not disturb	Take your time when asking or answering questions
Positive responses avoid negative answers	Body language smile, make eye contact & have good posture try not to cross your arms or stretch	Use appropriate language refrain from using slang or swearing	Thank the interviewer for their time

USE WORK OR PERSONAL EXPERIENCES TO RESPOND

TYPICAL INTERVIEW QUESTIONS



- Tell me about yourself.
- What attracts you to a traineeship in ECEC (Early Childcare) or OSHC (before and after school care)?
- How do you go about setting daily tasks & how do you prioritise them?
- Tell me about how you set goals & do you have any examples of one you have recently achieved?
- What previous work experience do you have and what skills did you gain?
- Describe a time when you worked well in a team. What was your role? What was the outcome?
- Describe a time you used your initiative to solve a problem. What was the outcome?
- How do you handle stress? Provide an example of a time that you managed well under pressure?
- How would your (family / friends / colleagues / teachers) describe you?
- What motivates you? What will make you happy going to work each day?
- What are three of your strengths and weaknesses?
- Where do you see yourself in 5 years?

SITUATION, TASK, ACTION, RESULT

ANSWER LIKE A STAR



CONSIDER THE FOLLOWING WHEN YOU ANSWER

- Transferable skills**
e.g. caring for family members, patience, empathy, volunteer work, relevant coursework or training
- Connect with company values**
- Willingness and excitement to learn**
- How the traineeship could be a stepping stone for a future career in education and care**
- Team work & communication**
e.g. sports, games, work experience, group projects, clubs
- Show excitement for the role**
- Personal traits**
e.g. compassionate, responsible, adaptable
- Soft skills**
e.g. problem solving, conflict resolution, time management



EXAMPLE QUESTIONS FOR THE INTERVIEWER

ASK YOUR OWN QUESTIONS

What do you enjoy most about working here?	What is the company culture like?	What does a day in this role look like?	Can you tell me more about the team I would be working with?
		What is the reason you're filling this position?	What are the next steps after today's interview?

PREPARING FOR AN INTERVIEW

KEY THINGS TO REMEMBER →

		Ensure your social media is professional	Practice interviewing with friends or family
Get a good sleep the night before	Eat breakfast	If virtual, ensure technology is working	Ensure you know your own resume well
Let your personality shine through	Have fun!	Send an email after the interview thanking them for their time	