

PREP FOR JOB INTERVIEWS

ALL THE HINTS AND TIPS YOU'LL NEED

 written by **VAL HAYES**  photo credit **iSTOCK**

YOU'VE DONE THE HARD YARDS. YOU'VE GOT YOUR SECONDARY SCHOOL QUALIFICATIONS, YOUR CV IS IN ORDER, YOU'VE APPLIED FOR A JOB OR PLACEMENT WITH A TRAINING PROVIDER – AND NOW YOU'VE SECURED AN INTERVIEW. BUT WHAT IS THE PERSON SITTING OPPOSITE YOU LOOKING FOR?

ATTITUDE

Have a good attitude and positive self-esteem. By showing respect for the interviewer, you are demonstrating you can work effectively with people from different backgrounds (for example, age, social status, ethnicity, religion), which is a quality employers look for.

COMMUNICATION

Actively listen to what you are being asked, seek clarification if you are unsure and then respond. Have a couple of questions you want to ask too – this shows you have taken the time to find out more about the organisation and thought about what you want from the interview.

As always, treat the interviewer/s with respect and courtesy.

CULTURAL FIT

Think of how you can demonstrate how you will be an active and motivated member of their team. Employers rank cultural fit as their number one priority when they are recruiting – especially for school leavers or first-time employees.

PERSONAL SKILLS

Employers are looking for candidates who demonstrate willingness to learn, are motivated to get things done, take responsibility and demonstrate ability to problem solve.

Often you can link your extra-curricular activities (sport, cultural or community) to demonstrate your personal strengths in these areas.

TECHNOLOGICAL SKILLS

It's important to show you can use technology in the workplace to perform tasks necessary to the role you've applied for. This could be having the computer skills required to produce and present information, create spreadsheets and so forth.

RELIABILITY

You are responsible for getting yourself to and from work, whether that's via public transport or your own vehicle. It's important to demonstrate you are capable of turning up on time and have prepared for the meeting. This is what employers expect from you on a day-to-day basis – so always arrive in plenty of time and ready for your interview.

ACADEMIC SKILLS

Your academic qualifications are important, so make sure these are included in your CV, and show how you have competent literacy and numeracy skills.

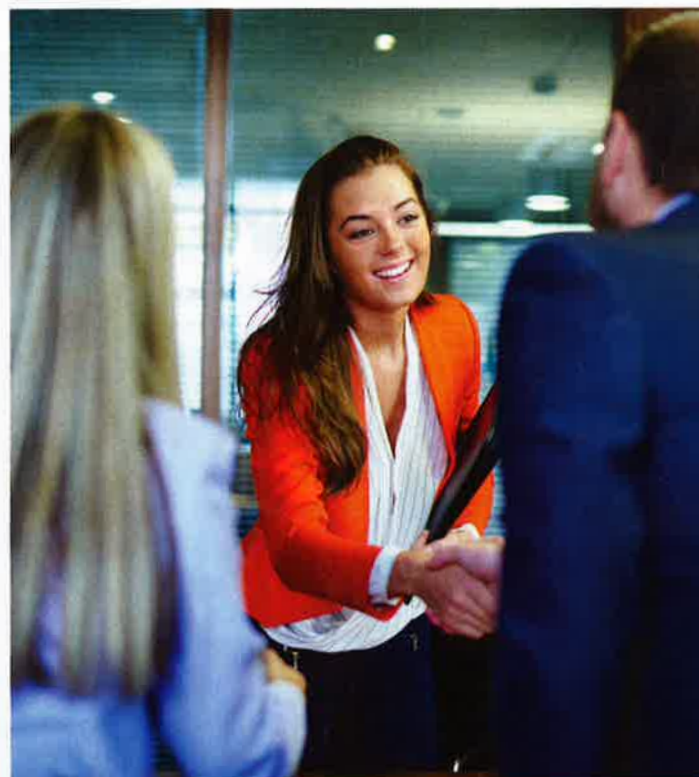
It is widely accepted that achieving NCEA Level 2 will mean you have the basic skills and qualifications to start your career. However, employers will also be looking for higher level qualifications, so include all academic achievements on your CV.

EXPERIENCE

While not essential, it is helpful if you have previously held a holiday job. This gives the employer a peek into what you will be like as an employee – it's not so much about what you were doing, but how you did it.

For you, this work experience gives you an insight into what employers require, and the chance to develop key skills in a work setting. You may be able to use some of your experiences to highlight your positive qualities and attributes the interviewer is looking for.

All the best and always give it your best shot!



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