# Student worksheet - Interview skills

## Key messages:

* Be prepared for your interview
* Find out more about the workplace before you go
* Practice some interview questions with people you know

Having an interview for work experience is all about getting to meet the people you would be working with.

It is important that you try your best to show that you are interested and excited about having an opportunity to work with them. You will be expected to show that you are responsible, organised and respectful of others.

### Here are some tips to help you get ready.

* Take your written résumé with you. It should include - previous work experience, hobbies, any sports you play, club memberships or voluntary work you have participated in.
* Be on time! If you are going to be late, ring and let them know – you may have to reschedule your interview for another time.
* Ensure you have a high level of hygiene. Avoid odours like, body odour, strong aftershave, onion or garlic. Avoid chewing gum.
* Be clean. Make sure you have had a shower or bath before you go to the interview. Make sure your hair is neatly brushed.
* Dress appropriately. Ensure your clothes are clean, ironed and appropriate for the workplace. Wear clean shoes, not sandals or thongs.
* Look and sound friendly. Smile at the interviewer and maintain good eye contact. Show enthusiasm.
* Speak clearly and show that you have prepared yourself for the interview.
* Answer all the questions the best way you can – give some actual examples of what you have done.
* Find out some things about the workplace before you go there like, what they do there.

## Activity 1: Practice interview questions

Use the following questions and arrange a practice interview with people you know.

|  |  |
| --- | --- |
| Questions | Answers |
| What is your name? |  |
| How old are you? |  |
| Where do you go to school? |  |
| Do you have any hobbies or sporting interests? If yes, what are they? |  |
| What other things are you interested in? |  |
| What activities/subjects at school do you do that might help you in the workplace? |  |
| What type of work experience are you interested in? |  |
| What kind of jobs are you interested in when you leave school? |  |
| What type of skills do you have that suit the work experience jobs you are interested in? |  |
| Have you had any other experience in a workplace eg; volunteering at an aged care facility, working in your school canteen |  |
| What do you think your strengths are? |  |
| What other work experience have you done? |  |
| Do you have any questions you would like to ask me? |  |

## Activity 2: Practice for a work experience interview

You may like to role play this interview with a friend. Why not video this for more practice.

### Introduction

Good morning, my name is

### Eye Contact

|  |  |
| --- | --- |
| I have an interview with |  |

At \_\_\_\_\_\_ o’clock about work experience.

### With the Supervisor or Manager

|  |  |
| --- | --- |
| Good morning, my name is |  |

(Shake hands)

I have previously had work experience at:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Questions/Comments

* What will my duties be?
* To whom will I report to in the morning?
* What will my hours be?
* What would you like me to wear?
* Do I need to wear special shoes or other safety clothing?
* Thank you for the opportunity and I look forward to working with you. – Goodbye.

## Activity 3: Pre–Interview checklist

You’ve planned the outfit you’re going to wear, and it’s:

* Clean
* Ironed
* Appropriate to the job and industry

Your own hygiene is acceptable

* Clean hair and nails
* Clean body
* No strong odours

You have planned your interview questions

* About the workplace
* About factors that are important to you
* About the work you will be doing

You have practised

* Your questions (with minimal prompts)
* Maintaining eye contact
* Friendly face
* Shaking hands

You know the address of your workplace and have planned how you are going to get to the interview and how long it will take.

* My parent or teacher will drive
* By taxi
* By Public Transport

You Are Ready for Your Interview!!!!!!!!!!!!!!!!!!

## award

## Activity 4: Practice writing your personal information



Title (*Circle the correct one*)

|  |  |  |  |
| --- | --- | --- | --- |
| Mr | Mrs | Miss | Ms |
| Surname |  | | |
| First Name |  | | |
| Address |  | | |
|  |  | | |
| Postcode |  | | |
| Phone No. |  | | |
| Date of Birth |  | | |
| Signature |  | | |

Person to contact in an emergency (e.g. parent or caregiver)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_