

# Interview Success Kit

**We reveal the secrets to making a good impression at a job interview**

Below are some top tips about what to do before, during and after that important first meeting with an employer.

## Before a job interview

- **Do some research about the company.**  
Find out what the main purpose of its business is to show them you're interested. Also ask them some questions about the company and what they expect from their employees at the end of the interview.
- **Two sets of eyes are better than one.**  
When writing a job application, make sure you get a friend or family member to look over it. You'd be surprised at what a second set of eyes will pick up, and they might have some suggestions or things to add.
- **Practice makes perfect.** It's a good idea to practice your job interview with a friend or family member.
- **Allow yourself plenty of time to park the car,** or walk from the train/bus to ensure you get to the interview on time. Visiting the location a day before the interview will give you a good idea of how long it will take to get there.

## After the interview

- **Make sure you thank your referees and** let them know how you went with the job.
- **Don't give up.** If you've applied for a job and haven't heard anything, keep applying. The length of selection process varies between companies. And remember; the more jobs you apply for, the better chance you have of finding a job that's right for you.
- **Make your intentions known.** Let the people you meet socially know about your job hunting efforts or career interests. You never know when someone will be able to help you out. Many people get jobs by word of mouth.

## During a job interview

- **If you don't understand a question,** just ask them to repeat it. Don't feel embarrassed to ask for a minute or two to think about your answer or to jot down some notes before responding.
- **What do you bring to an interview?** It's a good idea to bring a pen and paper and a copy of your résumé. You can also bring examples of work you have done. Putting these into a folder can make you look very organised and professional.
- **Who should be your referee?** It's best if you can use your current manager as your referee as well as a previous manager. You should have at least two referees, but three is better if possible.

## More Information

Contact one of our consultants for an informal chat:

**(02) 9299 4000**

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