

# Interview factsheet

## BEFORE THE INTERVIEW

- ✓ Be aware of what the company does, its products or services and any current press coverage.
- ✓ Look for information about your prospective employer on their website.
- ✓ Ask the company for a brochure and/or their latest accounts.
- ✓ Ask your Genesis Consultant for information on the company
- ✓ Are there any technical tests?
- ✓ What is the role?
- ✓ Does your Genesis Consultant have a job specification? Ask for a copy.
- ✓ Make sure you know what the job involves. That way you will know how to sell yourself for the role and avoid wasting your time due to misunderstanding.

### *Learn some background information about the company*

- ✓ Arrive on time, if not 5 -10 minutes early to compose yourself.
- ✓ Make sure you have the correct address. If the company has more than one site check that you have been given the correct location. Check [www.whereis.com.au](http://www.whereis.com.au) for correct street location.
- ✓ Check transit times – If travelling by public transport, refer to [www.cityrail.com.au](http://www.cityrail.com.au) or other web-based timetables.

### *Prepare your response to frequently asked questions*

1. What are your weakest skills?
2. How can you demonstrate your level of commitment in the capacity of a contract employee?
3. What did you achieve in your last or current contract?
4. Have you ever failed to complete a contract? If so, why?
5. Would you consider contract to permanent employment?
6. How do you interact with permanent staff?

### *Know your CV*

- ✓ Familiarise yourself with all supplied information
- ✓ Can you supply references?

## DURING THE INTERVIEW

### *Starting the Interview CV*

- ✓ Dress Smartly
- ✓ Listen to the interviewer.
- ✓ Answer all questions asked succinctly
- ✓ Don't be afraid to ask questions yourself
- ✓ Make sure you call the interviewer(s) by the correct name. If you cannot be sure of the name do not use it.
- ✓ Be enthusiastic and interested.
- ✓ Concluding the Interview
- ✓ Thank the interviewer for his/her time
- ✓ If you are interested in the job, say so!
- ✓ Ask what happens next and within what time-frames

## AFTER THE INTERVIEW

- ✓ After the interview call your Genesis Consultant and give him/her any feedback.
- ✓ Ask your Genesis Consultant if he/she has spoken to the interviewer and received any feedback.
- ✓ If you feel that any part of the interview went badly advise your Genesis Consultant in order that it can be covered with the interviewers quickly and rectified if possible.
- ✓ Think how the interview could have been handled better by yourself and learn from the experience.