

**{ preview }**

## **Unit 7: Winning at the Job Interview**

**Persuading them to put you into their team**

After completing this unit you will:

- i) understand the most important factor for success in the job interview
- ii) understand the importance of thorough research
- iii) be able to prepare questions to ask at the interview
- iv) be able to prepare answers to likely interview questions, for both public and private sector positions
- v) understand the advantages of reconnaissance and how it helps you psyche yourself for success
- vi) be able to remember and use names in the interview
- vii) understand the importance of interview evaluation and sending a thank-you note and be able to do both

**The Job Winners<sup>®</sup> Guide for  
Young Adults**

© Rupert French 2011  
[www.jobwinners.com.au](http://www.jobwinners.com.au)

It is illegal to reproduce any part of this document without an official licence issued by The Job Winners<sup>®</sup>

<sup>®</sup> The words Job Winners are registered as a trade mark

*manual\_unit7\_pre01*

## *Unit 7: Table of Contents*

First thing .....	3
Introduction .....	3
1. Research .....	6
2. Preparing questions to ask at the interview .....	9
3. Preparing answers to likely interview question .....	10
Private sector questions.....	12
Public sector questions.....	13
4. Reconnaissance .....	17
5. Psyching Yourself for Success.....	20
An effective close.....	23
After the interview .....	24

## Slide 2

## First thing

You will get most benefit from this unit if you have a job in mind and you relate all activities and questions to that specific job. Think of a job that you would really like - it may be a casual or holiday job that you could start looking for straight away or it may be an apprenticeship, a traineeship, a graduate internship or some other permanent position that you would like to apply for at the end of the year.

Write your chosen position here: \_\_\_\_\_

## Introduction

Many people dread interviews. As a result, they don't perform well in them and this, of course, makes it difficult for them to win good jobs.

The purpose of this unit is to enable you to perform well at interviews, to overcome anxiety and nervousness and, hopefully, eventually come to enjoy being interviewed. In the long-term this will give you a better chance of having a successful career in front of you.

Think of the interview as a business meeting at which you are selling your services to a prospective client who wants to buy such services. At this moment, you are on an equal footing. Certainly, if you get the job, he or she may well be your boss once you start work - but today, you are equals. So don't be overawed by the prospect of the interview.

Follow the strategies in this unit and you will find that interviews are not really so daunting. Yes, you may still feel a bit nervous at the first, second or third interview but you will find that, as you use the strategies outlined in the unit, interviews become less and less daunting and even allow you to enjoy the satisfaction of knowing that you have performed well.

## Slide 3

Unit 7: Winning at the Job Interview


Your chief objective at the interview  
is to

***get them to  
like you***

© Rupert French 2009 Slide 3

Why? Because there are just 3 things that every employer is looking for in every applicant for every position.

Slides  
13-18

 Unit 7: Winning at the Job Interview

### 5 areas for preparation

1. Research
2. Preparing questions to ask
3. Preparing answers to likely interview questions
4. Reconnaissance
5. Psyching yourself for success

© Rupert French 2009 Slide 18

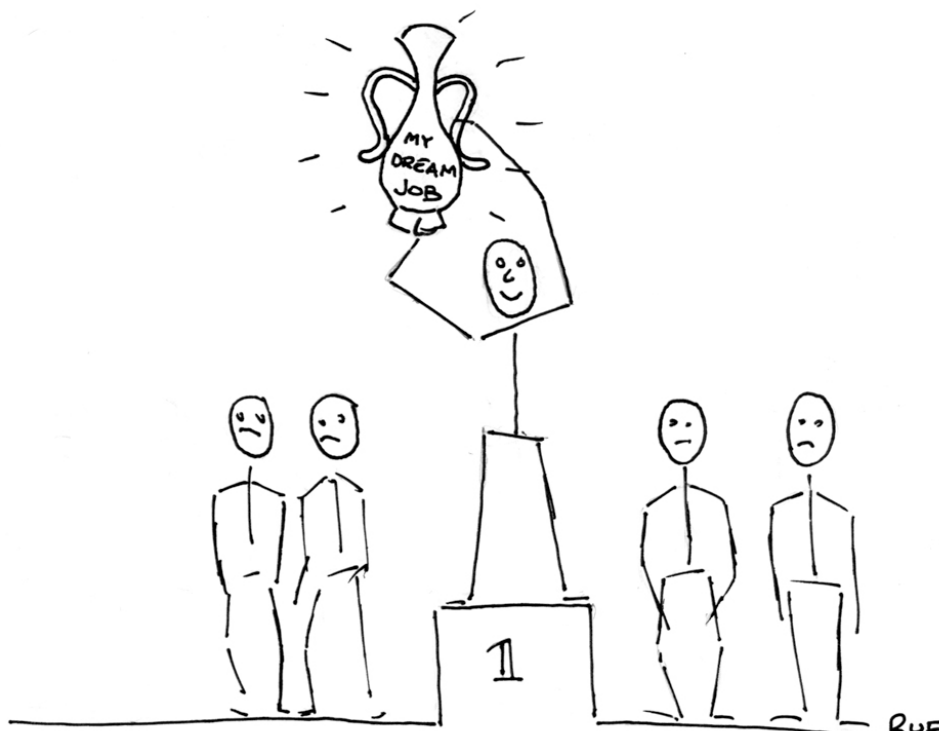
There are five parts to the preparation for an effective interview.

Slide 19

If this seems like an awful lot of work for an interview that may take about 40 minutes, think about Matthew Mitcham. How long did it take him to win the Gold Medal for diving at the Beijing Olympics? A few seconds?

But that is not the true answer. It took years; years of dedicated training.

And winning an interview is a bit like winning at the Olympics - except that there are usually no Silver or Bronze medals - only Gold. If you don't prepare as thoroughly as the other people being interviewed, what will that do to your chances?



Where do you want to be when the jobs are handed out?

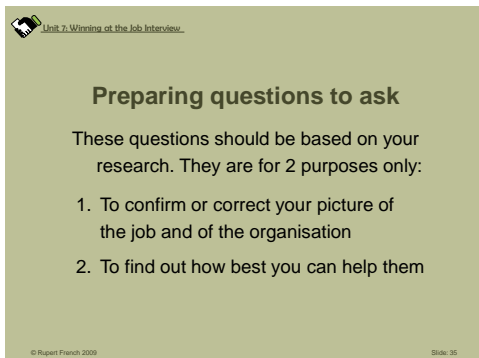
## 2. Preparing questions to ask at the interview

Yes, you need to have *questions to ask* at the interview.

When they ask “Do you have any questions?”, if you reply “No, I think that we have covered everything”, it gives the impression that you are not very confident or not very motivated for the job. So prepare some questions to ask.

There is no fixed number of questions you should prepare but I would normally recommend about six, of which you will probably ask about three.

Slides  
33-35



Unit 7: Winning at the Job Interview

### Preparing questions to ask

These questions should be based on your research. They are for 2 purposes only:

1. To confirm or correct your picture of the job and of the organisation
2. To find out how best you can help them

© Rupert French 2009 Slide 35

By asking intelligent questions, you demonstrate a keen interest in the job and in the organisation.

This, in turn, implies a high level of motivation and employers value motivation very highly.

Slide 36

Do not be tempted to use the ‘canned’ questions suggested in so many interview books of the past. Canned questions are generic ones that are listed in these books. They were never very effective. They are not designed to show your research and they were not written with a view to getting the employer to like you.

The more thorough your research has been, the more penetrating your questions will be and the more the interviewers will be impressed by your enthusiasm for the job - and the more they will like you!

Here are some examples (for Annabel’s casual waitressing position):

“My neighbour comes here quite a lot. He told me that you serve excellent salads. I love salads and I would be happy to help prepare them before customers come in if this would help.”

“In fact, at Macdonalds I prepare food and wash up. Would it be helpful if I came a bit early and helped prepare food before customers arrive and then helped with the washing up after they have gone?”

“I read an article on your restaurant in the *Gourmet* section of the newspaper. It said that you would be extending the restaurant area to cater for functions. Does this mean that you might be needing casual staff for these functions because, while a lot of my time is taken up with study, I am fairly flexible and I would enjoy helping out?”