

Interview Checklist

REMEMBER, ACCLAIM IS AN EMPLOYER – NOT A RECRUITMENT COMPANY

Failure to attend your scheduled interview will prevent our ability to employ you!

Interview Checklist:

- Bring a current Resume – update any skills, jobs, address, phone numbers, etc, and ensure it is specific to the industry you are interested in.
- Dress for an interview – no thongs, board shorts, singlets, short dresses or midriff tops.
- Research the industry you are interested in – know what you are interested in.
- Research your industry certificate on: www.qtis.trainandemploy.qld.gov.au

Interview tips:

- At the interview you may be asked questions like: tell me about yourself, what are your attributes, why should you be selected for a position, why have you chosen this field, have you undertaken a pre-vocational course or do you have industry skills.
- Prepare answers for the type of questions you will be asked, e.g. why you want the job, what your strengths are, how you would do the job and what your best achievements are.
- Prepare good questions to ask at the interview, e.g. What is the process from here?
- Ensure your resume includes school results, certificates, achievements and current referees.
- A minimum standard of three referees is required. This may be on a professional or personal level. Ensure your referees are happy to be contacted.
- Have a career goal, what you would like to use your apprenticeship for, e.g. if you want to work in Hospitality you may wish to use this to work in hotels around the world.
- Adopt an enthusiastic, alert and positive mind-set. Look and sound interested and have good eye contact.
- Be honest when answering questions and never avoid telling the truth, e.g. do not say you have a licence if you are still on a learners permit. Tell the interviewer that you currently have your learners but will have an open licence in six months.
- Stay focused on the question and remain positive, do not just answer yes or no, provide examples if relevant, e.g. have you worked in construction previously? Although you may not have skills from a paid position, unpaid work experience is still relevant, therefore you can answer: yes, I have assisted my uncle on the jobsite who is a builder and I have experience working with power tools.