

**[MYDIARY PODCAST SERIES]
[INTERVIEW TIPS]**

[Intro]

Hello and welcome to the wonderful world of Get Positive Audio.

You're listening to the MyDiary Podcast series.

I trust you will enjoy this audio presentation entitled "Interview Tips".

In this audio track you'll learn how to create a good impression and breeze through those tricky interview questions.

[Body]

How to leave a good first impression

Your very first job interview can be pretty daunting, so arm yourself for success by taking a little time out to prepare yourself.

Before the interview

- You'll need to confirm where and when the interview is taking place.
- You may need to ask your parents nicely to give you a lift.
- Decide on what you are going to wear, it's important to dress for the occasion to show your respect. Don't wear jeans, sneakers and remove any body piercings.
- You'll need a nice folder with copies of your resumes and other relevant papers inside. For example: references, certificates, work samples, report cards, and birth certificate. Remember never take original documents, take a couple of copies instead.
- Prepare a short answer to some of the possible interview questions they could ask you such as:

- **Tell me a little bit about yourself?**

Perhaps you could tell them your age and school, your character attributes and interests.

For example:

Well, I am 16 years old and go to Duncraig High School, I am a hard worker and love competing in triathlons.

- **Have you ever done this kind of work before?**

Try to answer naming something similar you may have done before, otherwise answer no, but add that you are a quick learner.

For example:

Yes, I have done something similar when I volunteered at the Church Café last year.

No, I have done anything like this before, but I am a quicker learner and this looks like a good challenge, so I am sure I will pick it up quickly.

- **What do your friends like and dislike about you?**

Perhaps for the first question focus on how you help your friends feel good about themselves, for the second part be honest and name a few less evil traits...just don't list all of them!

For example:

I think my friends like me because I make them laugh and we have a good time together, I am always there for them and try to help them see the best in themselves.

My friends get annoyed with me because sometimes I forget to return something I have borrowed.

- **What are your hobbies?**

Here you can refer to some of your interests you put in your resume

- **What are your dislikes?**

Put anything here that can't offend the interviewer. Feel free to incorporate a little humour.

For example:

I dislike brussel sprouts, heavy metal music and the season finale of 24. Don't say you hate fast food, if you want a job at Macas... Of course you are free to have that opinion, just don't bring it to the surface at your job interview!

- **What do you like?**

Again put anything here that you enjoy that can't offend the interviewer.

For example:

I like chocolate, holidays, good books my two puppy dogs and hanging out with friends.

- **What are you good at? Or what are you good at in school?**

Simply list here things you are above average at.

For example:

I have a knack for fixing things, I love drama at school and recently played one the main characters in the school play.

- **Why do you want this job? What aspects of this job interest you? Or Why should you get this job?**

Ask yourself what you hope to gain from this job, naming the parts that excite you the most as well as thinking of what you can offer the business.

For example:

If I was given the opportunity of this job, I hope to gain experience in the retail industry because I am interested in a career in this field. It would help build my communication skills which would improve my interactions with others. I believe I can offer your business an honest and reliable staff member who works hard and is not afraid of a challenge. I love meeting and helping people.

- **What do you know about our company?**

It's a good idea to quickly Google the company before the interview and memorise the name and size of their company, what they sell and what their ethos or mission statement is.

- **Describe a situation where you have had to work as a part of a team.**
Or
Describe a goal that you have set out to achieve and been successful.

These are popular questions you will get at some point in your working life, it is a good idea to prepare an answer just in case they arise.

For all of these questions, it is up to your judgment; these answers are simply a guide to start you thinking of how best you could respond.

On the day of the interview

- Leave plenty of time in your schedule to get ready and arrive 10 minutes early.
- Allow yourself a couple of minutes to take a few deep breaths to calm your nerves before you go in.
- Always sound enthusiastic, try to relax, enjoy yourself and be friendly.
- Imagine you've known your interviewer for years and when appropriate, before or after the interview, don't be afraid to briefly chat.
- Everyone at some stage has to go through this and the more practice you get the better you will become.
- People make a judgment about you within the first few seconds, so in order to make a lasting positive impression it is important that you look and act professionally.

Try to incorporate these tips:

- Introduce yourself first and offer to shake their hand.
- Remember the interviewer's name, repeat it back to him/her formally. e.g. "Pleased to meet you, Mr. Wood".
- When you sit down, make sure you have good posture. DON'T FIDGET.
- Maintain eye contact when answering questions.
- Prepare questions to ask the employer e.g. *"Where and with whom will I be working?" "What training is available?" "What will the job actually involve, including work hours?"*
- Always finish the interview by offering to shake their hand, and repeat their name again. e.g. *"Thanks for the interview, Mr. Wood, it was nice to meet you, I hope to hear from you soon"*

[Closing]

Thank you for listening to this podcast. More information is available in the information section of MyDiary.

Feel free to download this audio file to your iPod so that you can replay it at any stage.

I wish you all the best with your job interview and hope you are successful.

Until next time, Stay Positive!

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