

Get That Job! interview skills

Full Day



This course provides practical skills for applying for a job. The workshop starts with proven techniques for writing a job application that clearly, concisely and convincingly address the selection criteria. The rest of the workshop focuses on skills to prepare for an interview, and tips which will have you looking and sounding confident.

Participants are encouraged to bring along typical selection criteria for a position they may be interested in. There will be opportunities to use this as a case study throughout the course.

The process

- How the selection process works (private and public sector)
- What should you include in your application?

Addressing the selection criteria

- What are the criteria?
- What are the panel looking for?
- How can you research the organisation and role?
- An effective 4 step structure for matching your skills to each criterion

Making it look professional

- What makes it readable?
- Layout, effective use of font and other design tips
- How to use headers and footers to add impact

Preparing for interview

- The best questions to ask the contact officer
- Overcoming the self-fulfilling prophecy that *"I won't do a good job."*
- A simple grid to make sure you always have something positive to say about yourself
- Preparing for the "What if...?" questions
- Preparing for the final question

Controlling nerves

- Why do people fear speaking in interviews?
- What to do with your hands and eyes to look confident when you feel nervous
- How to use pauses to add variety and heighten people's interest
- What to do if your mind goes "blank". A technique that is so effective the panel may never realise you were in trouble



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Creating a positive first impression

- What are the most common traits interviewers look for?
- What should you wear?
- What are the biggest 'put-offs' for interviewers?
- How to greet individuals in a panel interview
- How should you sit?

Answering questions

- The 5 most common interview topics
- The 4 classic types of interview questions: Open, Closed, Probing, Hypothetical
- How to answer each type of question
- How to buy time when you are asked a hypothetical question
- Linking examples and facts to your answers
- The biggest mistakes people make when answering questions

Highlighting your strengths

- How to make succinct points in a confident way – even if you feel nervous
- How to buy time to organise your ideas into a logical order
- How to choose words that convey confidence
- When is humour appropriate?
- How to address criteria, when you don't have a lot of experience in that area

Leaving a positive impression

- What types of questions should you ask?
- How to emphasise your enthusiasm for the role
- Saying thank you and leaving in a confident manner

Debriefing

- What questions should you ask when you don't get the job?
- What can you learn?
- How to stay positive and confident



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