



APPRENTICESHIPS
MATTER
RECRUITMENT

INTERVIEW TIPS

THINGS TO REMEMBER...

- Have a spare copy of your resume
- Always allow extra time when going to an interview for things such as traffic or train delays. You can't be late!
- Do not have a cigarette before the interview
- Do not enter the interview chewing gum
- Turn off your phone
- Greet the interviewer with a warm smile and firm handshake
- Be confident to show that you want the job and think you're the best person for it, however remember to be humble and express that you are willing to learn.
- Turn any negatives in to positives or opportunities
- Have a list of prepared questions, including asking about their company
- Be mindful of your posture, body language and eye contact throughout the interview
- Don't fidget through the interview. If you are prone to fidgeting consider taking a pen and paper to hold
- Remember the interviewer is human too and will likely be just as nervous
- Try and settle your nerves as soon as possible by entering in to conversation
- Ask for clarification if you do not understand a question
- Use your manners
- Always go to an interview alone. No parents!

FOR FURTHER ASSISTANCE YOU CAN CONTACT OUR RECRUITMENT TEAM ON

1800 005 355 // recruitment@appsmatter.com.au // www.appsmatter.com.au



FREE CALL 1800 005 355

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Apprenticeships Matter is a consortium of three not for profit organisations, E-focus as lead agent with JobCo and Youth Projects