

Industry Live

Information on the event

283 students from Years 7-12 from the following schools attended the Industry Live Job Interviews event on October 18:

1. Ulverstone High School TAS
2. Bourke High School NSW
3. Dubbo School of Distance Education NSW
4. Collarenebri Central School NSW
5. Coonamble High School NSW
6. Cobar High School NSW
7. Croydon Community College VIC
8. Mountain Heights High School TAS
9. Brooks High School TAS
10. Ashford Central School NSW
11. Whitebridge High School NSW
12. Bowden Brompton Community School SA
13. Trafalgar High School VIC

	Nick - AON, QLD http://www.aon.com.au/australia/default.jsp
	Alice – Beacon Foundation, TAS https://beaconfoundation.com.au
	Michelle – Fidelity International, NSW https://www.fidelity.com.au/

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Useful resources

Youth Central interview materials:

<http://www.youthcentral.vic.gov.au/jobs-and-careers/job-interviews>

Interview tips: <https://careers.vic.gov.au/interview-tips>

Addressing selection criteria:

<https://careers.vic.gov.au/how-to-apply/how-to-reply-to-selection-criteria>

SkillsRoad - <https://www.skillsroad.com.au/apply-for-jobs/preparing-for-interview>

From this page select “Apply for Jobs” from the top menu options, then select “preparing for Interviews” two clips are there. Nail vs fail video shown in session is there.

Job Active : <https://blog.jobactive.gov.au/6-tips-help-you-attract-and-hire-young-workers>

Post event advice and tips from panellists

Alice:

If I was a young person looking for a job in a restaurant or in a shop, I would prepare myself for the interview by:

Researching the organisation as much as you can and have something in mind that you really like about what you’ve read or seen if you’ve visited then you can talk with a bit of passion which will show genuine interest in not just the money and what the job can do for you

My favourite question to ask people at interview is:

What has motivated you to apply for this position? – I always look for a real passion to the role and the organisation.

How do you answer the question ‘tell me about yourself’ (in context of school aged person interviewing for a retail/hospitality job)?

Possible answers:

- My strengths are that I care about good service, I’m reliable and a great team player
- I can be a little shy when I’m new to something so I look forward to understanding as much as I can about the menu/stock so that I can be confident in serving the customer.
- I haven’t had any customer service work experience but I’m a fast learner and I’m eager to please.
- If I don’t know something when I’m learning, I’ll always say – I’m not sure but I’ll find out for you so that the customer knows that I care”

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- When I share my weaknesses or areas for development like this I am answering the question but I'm also sharing why it's not a problem.
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Top mistakes that people make with job interviews

- Not following the application process – filling out the form properly/completely, not including everything that is asked, sending it late/late without an apology or request for an extension
- Turning up late or too early for interview
- No handshake, eye contact or using names of panel
- Saying “I don't know” without a “but I am a fast learner or I would ask someone or can I have a few moments to think”
- Inappropriate dress
- Not researching the business

More helpful tips to try:

- A really great way to prepare for an interview is to plan an introduction about yourself, its highly likely that a panel will first ask you to tell them about yourself. You can prepare for this by having a couple of sentences ready in your mind (and it's ok to take notes to an interview – sometimes just having them there helps you feel calmer because you know you can look at them if you need)
- It's ok to pause before you answer or tell the panel you are nervous. It's also ok to ask to start your answer again.
- Research the organisation as much as you can and have something in mind that you really like about what you've read or seen if you've visited then you can talk with a bit of passion which will show genuine interest in not just the money and what the job can do for you

Group interviews – top tips to prepare for them

Information on group interviews from Brendan Quek, NSW Area Manager – Aldi Supermarkets

Group interview insights

1. Why a group interview?

A group interview offers a great opportunity to see how the candidates interact in a social environment. The candidates get a chance to speak in front of strangers and also watch how others present themselves and act in a 'group interview' setting. From my end, it's also a very efficient way to see 5-10 candidates at the same time as opposed to sitting down and speaking with them individually.

2. What should a young person expect from a group interview?

They should expect to step outside their comfort zone. To be put on the spot and do some public speaking. They can also expect to learn a lot about the company and job

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they are applying for. It's not just about the interviewer learning about them. It's the candidates chance to learn all about the job.

Expect questions like this:

- Why have you applied for the job?
- What do you know about the company?
- What relevant life experience do you have that will assist you in this job?
- Where do you want this job to take you in the future?
- What's your work availability throughout the week?
- Why should I choose you over every other candidate?

3. What might the format be?

1. Introductions - a bit about yourself and why you've applied for the job.
2. Information session - interviewer will talk about the company and the job.
3. Group activity - interact with the other candidates completing some sort of activity.
4. Question time - fill any gaps in your knowledge.
5. Short 1 on 1 session with the interviewer.

4. What are some questions that a candidate might ask you at the interview that you would see as positive?

- What is the biggest challenge of this role?
- What is the training program like?
- What do YOU like about the company?
- What are you looking for in a successful candidate?

At the end of an individual interview, the candidate can also ask for specific feedback regarding how they went.

5. What do you expect candidates to wear to interviews – (what might be an example of an appropriate outfit)

Always dress appropriate to the role you are applying for. For a store assistant position, I would be happy with nice pants and a buttoned shirt. If it's a management position, I like to see shirt, tie and even a suit jacket if you really want to impress! Always make sure you're well groomed (neat hair, clean shaven, shirt tucked in etc.).

6. What are 3 top tips for a young person to prepare for a job interview?

1. BE PREPARED. Know about the job you're applying for. Prepare some specific questions to ask your interviewer. Rehearse the answers to some commonly asked interview questions (refer to question 2).
2. BE ON TIME. Arrive for your interview 10-15 minutes before the start time. If you're any earlier than that, wait outside or keep yourself busy until it reaches 10 minutes before. Do NOT be late!
3. BE YOURSELF. Do not try to just say what you think the interviewer wants to hear. Don't always think that you have to be the one talking the most in the group interview. Just try to relax, be yourself and your interviewer will be able to make a more accurate assessment of if you're well suited for the job.

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7. What are some common mistakes that candidates might make at a group interview?

- Arriving late.
- Not prepared.
- Poorly groomed.
- Uninterested in the interview.
- Asking irrelevant questions.

Other questions you are likely to be asked at a group interview:

- How would your colleagues describe you?
- How would you describe yourself?
- Why do you want this job?
- What interested you in our company?
- What do you have to offer the company?
- How do you work in a team?
- Describe your career history and future goals in 30 seconds.

Possible group activity you might see in your interview session:

Activity 1: Very standard “introduce your partner” type activity:

- Pair off everyone in the room.
- Give them 5 minutes to discuss 3 questions:
 - Name
 - Work history / experience
 - Fun fact about yourself
- Each person has to introduce their partner to the group, using the 3 questions as a guide.

Activity 2: The Aldi salesman

- I will preselect a bunch of Aldi groceries and place them on the table. Each candidate has to select one item.
- They have 5 minutes to think of the best sales pitch for their chosen item.
- Present back to the group for why their product is the best.

Activity 3: The desert island.

- Split the group into 3-4 candidates.
- The brief is that they are going to be stuck on a desert island and have 5 minutes to take 3 items with them.
- Groups will then go onto the shop floor and choose which 3 items they want.
- They must then present this back to the group and explain their choices.

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In these activities, I'm looking for:

- Someone that speaks their mind but does NOT talk over the rest of the group.
- Someone that takes all ideas on board and helps the quieter candidates voice their opinions.
- I look for URGENCY. The way they move on the shop floor, the way they tackle the challenge head on. They can't be too laid back.
- I like to see someone that presents confidently however this is not a huge determining factor. Sometimes the best store assistants are the ones that are quiet during the presentations.

Interview quiz

- 1. If an employer asks you to tell them about yourself, do you:**
 - a) Tell them what you did on the weekend and a bit about your social life
 - b) Provide a brief overview of who you are, your interests and hobbies/sport
 - c) Say you're not really sure what to say
- 2. At a job interview you must remember:**
 - a) If they don't give you the job, it's their loss
 - b) First impressions count, eye contact, a firm handshake and smile are essential
 - c) To memorize everything I need to say
- 3. With regards to personal presentation, it's important I wear:**
 - a) Clean, ironed clothes, a safe option is black and white
 - b) Whatever I feel comfortable in
 - c) It doesn't matter, it's more important I say the right things
- 4. At the end of the interview when they ask if I have any questions, do you:**
 - a) Say I don't have any at this time
 - b) Try to think of a question quickly
 - c) Be prepared with one or two questions you could ask
- 5. When preparing for an interview you should**
 - a) Research the organisation/business to find out what products and services they offer
 - b) Post on face book that you have an interview coming up.
 - c) Organise to meet up with your bestie in town prior to the interview so you can go shopping.
- 6. Interviewers form first impressions**
 - a) Within the first 30 seconds.
 - b) After 3 minutes
 - c) They don't, they just want to get to know you better.
- 7. When communicating in an interview you should be mindful that communication is**
 - a) Mostly non-verbal (facial expression, gestures and posture).
 - b) 50% verbal & 50% non-verbal
 - c) All verbal