Preparing for an INTERVIEW and FINDING WORK

How to prepare for an interview

- Think about how your past employment or experience could help you to do this job.
- Take a copy of your resume with current contact details.
- Identify some of your strengths/weaknesses.
- Prepare an example of when you showed initiative.
- Plan answers to these questions:
  - Why do you want this type of work?
  - Why do you want to work in this industry?
- Be positive and show confidence.
- Look clean, neat and tidy.
- Listen carefully to any questions and ask for more information if you do not understand.
- Sell yourself. Why are you the one that should be chosen?
- Be enthusiastic and interested, and be yourself.
- Be there 10 minutes early.
- Find out more about the company. Contact the receptionist and ask them to post, email or fax you information, or check out their website.
- Be prepared to be persistent without being a nuisance.
- Avoid being late, disorganised or frazzled when you enter the interview.
- Avoid chewing gum, smoking, scratching or fidgeting, mumbling, slouching or yawning.

How to organise your travel

If you are going for interviews in Sydney, contact the Transport Info Line on 131500 or www.sydneytransport.net.au for information on routes, timetables and fares for CityRail, Sydney Buses, private buses and Sydney Ferries.

What are employers and group training organisations looking for?

- People with a positive attitude.
- People who can listen carefully to instructions and carry them out confidently.
- Employees who help their customers.

What about approaching employers?

(Also known as ‘cold calling’) Surprisingly, employers will take an interest if you ring or visit them yourself. They will think you have a lot of get up and go. Cold calling can be difficult if you get a series of knock backs. But nothing impresses an employer more than a young person who comes back and tries again. It shows you are enthusiastic and committed and employers like that.

And remember, if you are not offered the job they are not rejecting you personally.
Why not think about an apprenticeship or a traineeship and combine work with training?

APPRENTICESHIPS AND TRAINEESHIPS

What are the benefits?

- You earn as you learn.
- You get a certificate that proves you have the knowledge and skills to do the job.
- You are more valuable to employers, so you can get a better job and higher wages.
- You learn the latest techniques and technology.
- Apprenticeships or traineeships may lead to more interesting work.
- You enjoy your work because your training helps you learn more about your job.

Which industries have apprenticeships and traineeships?

A range of major industries need enthusiastic people and will provide ongoing employment and career opportunities. These industries include:

- Arts and Entertainment
- Mining
- Automotive
- Primary Industries
- Building and Construction
- Process Manufacturing
- Communications
- Public Sector
- Food Industry
- Forest Industries
- Retail and Wholesale
- Sport and Recreation
- Tourism and Hospitality
- Manufacturing and Engineering
- Transport and Distribution
- Utilities and Electrotechnology
- Finance
- Insurance and Business Services
- Light Manufacturing
- Clothing and Footwear
- Furnishing
- Textiles
- Community Services and Health

How do you find an apprenticeship or traineeship position?

A Identify an industry you are interested in
For more information on the range of industries that might interest you, visit:
- http://www.myfuture.edu.au/services

B Look for apprenticeships or traineeships available in NSW
- Look at the Frequently Asked Questions and other information online at http://www.apprenticeship.det.nsw.edu.au

C Find an employer in your industry of interest
- Look in the newspapers for apprenticeship or traineeship positions.
- Visit the national jobs database at http://jobsearch.gov.au
- Convince an employer to take you on as an apprentice or trainee.
- Approach a group training organisation that employs apprentices and trainees for certain industries or in certain regions. Phone NSW Group Training Association on (02) 9746 9333.

Remember: Many positions are not advertised at all. Employers and group training organisations often hire by word of mouth. To get a chance at these unlisted jobs, look around your area and contact employers directly, either by writing a letter and attaching your resume, or by phoning or visiting them.

D Establish your apprenticeship or traineeship
- You and your employer will nominate a New Apprenticeships Centre (NAC) to establish the apprenticeship or traineeship.