

Interview Tips

Interviews

Interviews are your chance to meet with a potential employer and discuss the position in more detail. It is your opportunity to convince your potential employer, that you are the best person for the position. You want to “stand out” during our interview process – but make sure you are remembered for all of the right reasons. Here are some useful tips to make sure you create the best impression!

Interview Tips:

1. Location

Know the exact time and location of your interview; know how long it takes to get there, park, find a rest room to freshen up etc. It is also a good idea to research the organisation. If you are applying for an apprentice chef position, research the venue and their menu (venue websites are a good source of information).

2. Arrive early

Allowing yourself time to arrive 10 or 15 minutes early not only ensures you won't be late but also gives you time to prepare your thoughts and calm any nerves.

3. Turn off your Mobile Phone

Don't allow your mobile phone to sound during the interview. (If it does, apologise quickly and turn it off). Don't take a mobile phone call during your interview. Don't look at your text messages.

4. Bring a copy of your resume

Bring a spare copy of your resume you can leave with the person conducting the interview. This shows you have put some effort into your preparation.

5. Be aware of your body language

You can use body language to your advantage. A firm handshake, eye contact and a smile shows confidence and helps to hide any nervousness.



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Hospitality Group Training Fact Sheet

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6. Listen

Listen carefully to be sure you understand your interviewer's name and the correct pronunciation.

7. Address your interview correctly

Even when your interviewer gives you a first and last name, address your interviewer by title (Ms., Mr., Chef) and last name, until invited to do otherwise.

8. Ask questions

Generally at the end of an interview you will be given the opportunity to ask any questions. Have a think about some questions you may have before the interview so you are not thinking on the spot. People who ask questions during an interview come across as prepared and interested in the job.

9. Be yourself

Don't pretend to be someone you are not or who you think the interviewer wants you to be. Just be yourself.

10. Don't downplay your experience

Mention any part-time jobs, work experience or volunteer work you have done in the past regardless of how irrelevant you think it might be and provide referees. Employers are impressed if you display a good work ethic regardless of the job.

11. Do not forget to say Thank You

Saying thank you is not something to be taken for granted. Do not forget to say thank you after the interview, after handing out your resume or even after you have been declined of the job position.