

Interview Preparation

Know how to get there

- Check the address
- Check bus/train timetables or parking availability so you are at least 15 minutes early.
- Check time of interview. Some companies may require that you arrive 30 minutes before the interview as they have questions for you to prepare.
- Do a trial run so you are familiar with the route.

What to wear / use

- **Males:** dress to suit the occasion. Clean pants, or at least NOT scruffy jeans or shorts. An ironed shirt or collared plain t-shirt.
- Clean hair, tied if you have to; no hats or remove when you get there.
- Deodorant. Shave if you need to.
- Jewellery kept to a minimum. Remove facial jewellery unless you are VERY SURE that this acceptable. ***If in doubt, leave it out.***
- **Females:** dress to suit the occasion. Clean pants, or at least NOT scruffy jeans or short skirts. Ironed shirt/blouse or dress. *Do not show flesh where it may offend or cause embarrassment to yourself or to the interviewers.*
- Clean hair, tied if you have to.
- Deodorant. Perfume to a minimum.
- Jewellery kept to a minimum. Remove facial jewellery unless you are VERY SURE that this acceptable. ***If in doubt, leave it out.***
- **Males/Females: No thongs for any job interview.**

What to take with you

- Copy of your covering letter, resume and relevant documents so you will remember what you wrote and included.
- Take **originals** (make extra copies) but do not leave them.
- Tax file number