

OFFICIAL

**SKILLS AND  
JOBS  
CENTRES**



# MAKING YOUR INTERVIEW COUNT!

The Skills & Jobs Centre's at Box Hill Institute are supported by the Victorian State Government

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# What will we cover

**SKILLS AND  
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- Skills & Jobs Centres
- Types of Interviews
- Nerves
- First Impressions
- Connection in an interview
- What are employers looking for



# Who are we?

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The Skills & Jobs Centre's are funded by the Victorian State Government to provide FREE career advice and guidance to anyone who needs it.

Located right across the state at all major TAFE institutions and can be accessed immediately after release.

# What do we offer?

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- Career advice
- Information on skills development
- Workshops, seminars and individual coaching on job search and interview skills
- Apprenticeship & Traineeship advice
- Referrals to additional service providers – welfare, financial assistance, etc.

# Career Advice

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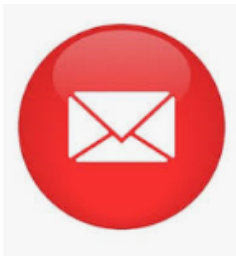


You can access the Skills & Jobs Centres at Box Hill Institute by:

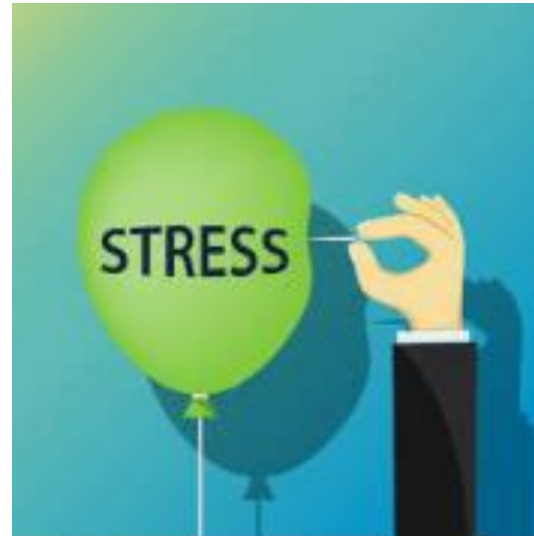


8892 1370

or



[sajc.lilydale@boxhill.edu.au](mailto:sajc.lilydale@boxhill.edu.au)



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# Types of Interviews

- Face to Face
- Online- Zoom, Google Meet, MS Teams
- Phone
- Group

# Making a Positive First Impression...

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Did you know you have approximately 10 seconds before someone has formed a first impression of you

After 4 minutes they have formed a lasting impression of you

It is really important to make your first impression a good one!



# Secret to success...

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# connection

# First Impressions...

- 1- Smile
- 2- Positive Attitude
- 3- Confidence
- 4- Communication
- 5- Eye Contact
- 6- Body Language

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# First Impressions...

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- Be on time (arrive 15 minutes early!)
- Pay close attention to your personal hygiene
- Wear appropriate interview attire
- Be prepared
- Be confident and introduce yourself
- Turn your mobile phone off
- Sit up straight
- Use your manners!

# HANDY HINT:

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Use the visual clues and prompts around you to assist build a personal connection with the interviewer.

If you have no prompts use safe options that everyone can relate to like the weather, enjoying the sunshine or looking forward to summer etc.



# What are employers looking for?

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- **Attitude!**
- Personality- will you fit with the team?
- Interest- are you genuinely interested in the position
- Professionalism

# Career Advice

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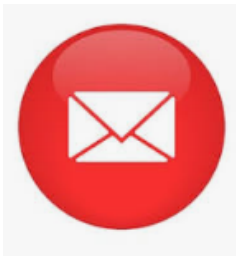


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# Acknowledgement

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For further information please visit:

<https://www.education.vic.gov.au/about/programs/pathways/skillsandjobscentres/Pages/default.aspx>