

# Developing great Interview Skills

Understanding the aims and expectations of the interview process is developed around understanding the requirements and aspects of an interview. We reflect on corporate expectations of interviewee during the recruitment process, with specific insights into casual and behavioural interview formats. Examples and personal experiences are shared to create an honest and realistic understanding of the practice from a hiring professional.

At the completion of the workshop attendees will have a comprehensive understanding of the expectations of interviewers during the recruitment process, better understand the need for a suitable resume and be introduced to the format of corporate interviews. They will have a thorough understanding of the formal interview process, hearing sample questions and expectations for responses from a hiring professional to utilise themselves or provide to others.

- **The Recruitment Process:** Taking a holistic perspective at the recruitment journey to understand the key stages involved.
- **Positive Profiling:** Considering personal skills and attributes to best describe ourselves and our work approach.
- **Online Presence:** The impact of our profile on professional and social sites.
- **Informal and Formal Interview Structure:** Differentiating the style of questions and employee expectations in varying interview formats.
- **Interview Overview and Methods:** Discussing key interview skills necessary for a resilient and well rounded potential employee.
- **Body Language for Success:** Highlighting how professional dress and body language can assist in forming a positive first impression.
- **Essential Questioning & Listening Skills:** Asking targeted and meaningful questions to demonstrate company knowledge and professional insight.



*Turning Point Consulting*



*“The workshops were not only stimulating and engaging, they also gave students excellent grounding in resume writing and interview techniques. Effective communication skills, tips on job applications and discussion on building a career portfolio were excellent.”*

**Meg Hall, Careers Counsellor, Ravenswood School for Girls**



**Student Group:** High school students and those in further studies seeking support, *individual consultations available*

**Location:** Available from your School

**Duration:** 1 – 1.5 hours

**Cost:** Available on request

0478 570 707

kathryn@turningpointconsulting.com.au  
www.turningpointconsulting.com.au