

# HOW TO MAKE A GREAT FIRST IMPRESSION



Whether you are cold calling an employer, or preparing for a formal interview, you want the employer to remember you for all the right reasons – you want to make a great first impression. Let's have a look at some ways you can make a great impression with an employer.

### **Think about the personal qualities employers are looking for when hiring. What are of some ways you could show them?**

- you are a good team player
- you have a positive attitude
- you are willing to learn and grow
- you have a strong work ethic (really important!)

Your first meeting is a great time to let your personality shine through. An employer will be interested in your abilities and your values, such as respect for others and yourself, reliability and trustworthiness.

### **Preparation is important. Before you talk to, or meet with an employer you need to:**

- know who you are meeting
- know where the interview is and how to get there
- research the employer and the job tasks so you understand what their business is about – this will help you explain what you can offer them
- check your social media profile is appropriate for an employer to view (or make it private)
- make sure your voice mail has an appropriate message

### **On the day you are meeting with, or talking to an employer:**

- be punctual, dress appropriately – look and smell good
- put your phone away, smile and be friendly
- offer a firm handshake and make eye contact
- check you have good posture (it makes you appear more confident)
- be aware of the way you speak

### **Thank the interviewer for the opportunity to meet and ask about the next steps from here.**

### **Think about some questions you might be asked so you can prepare an answer**

#### **Why do you want to work here?**

Use the research you did about the employer and the job tasks to build your response.

#### **What are your strengths?**

Choose skills, abilities and aptitudes that relate to the tasks for this job.

#### **Why did you leave your last job?**

Be as honest as you can without saying anything negative about your former employer. Was the role made redundant? Was the work site too far from where you live? Did you want a new challenge?

#### **What experience do you have for this role?**

Be honest – not having any direct experience in the role you are applying for is okay, but if this is the case be clear about why your experience is transferable to the role.

#### **Tell me about a challenge or conflict you faced at work, and how you dealt with it.**

Your interviewer wants to get a sense of how you will respond to conflict. Give an example of a situation, an action and a positive outcome.

#### **Where do you see yourself in five years?**

Be honest and specific about your future goals. A hiring manager wants to know if you've set realistic expectations for your career, if you have ambition, and if the position aligns with your goals and growth.

#### **Ask interesting questions.**

Ask questions about the company's business strategy, products and services or upcoming projects. They'll remember you for it!