

## **The Interviewer (web-cam program)**

Program is available to use at the Careers & Employment Office, Ground floor, 20 Wakefield St, Hawthorn and Lilydale (Room LA102M). Please ring 9214 5360 to make an appointment.

### **Who is this Activity for?**

Anyone wanting to succeed in an interview!

### **Why is it important to practice interviews?**

- The Interviewer is an excellent opportunity for you to verbalise responses as you would in a real interview. It also gives you the opportunity to become aware of your 'non-verbal' communication. What you say and how you say it are equally important. The Interviewer provides you with the opportunity to observe your body language, tone of your voice, facial expressions and any nervous habits you may not be aware of.
- Your task in the interview is to convince employers that:
  - Your abilities, work style and values match the job. To do this you need to be able to talk about yourself clearly with real examples of your work
  - You want this job (not any job)
- Preparation and practice are the keys to interview success.

### **What do you do in *The Interviewer* web-cam program?**

The Interviewer is a web-based program which records and then plays back your answers to common interview questions. It also provides hints and insights into possible answers.

- You are able to select from a variety of categories of interview questions by selecting the 'select interview' button. Each category consists of 8 questions. The categories include:
  - General Interview Starter
  - Applying for University course
  - Focus on a Specific Job
  - Applying for a New Job/Promotion
  - Time Management
  - Self Awareness and Planning
  - Interpersonal and Team Skills
  - Leadership Skills
  - Personal Interests and Hobbies
  - Problem Questions
  - Stressful Questions
  - Difficult Situation Questions
- There is a time limit on each question, the time remaining is shown
- Click the red 'Review Question' button to see your filmed response to individual questions or wait until the end of the eight questions to watch the whole interview from beginning to end.
- To understand the reason for the question, why the employer is asking the questions, click the 'Interviewer's Angle' button.
- To get ideas on how to answer specific questions, click the 'Hints' button.
- Listen to the introduction/instructions carefully

### **How long does *The Interviewer* web-cam program take?**

- You should allow at least 45mins – 1hour

### **Where can I learn more about preparing for interviews?**

- A variety of Job Search handouts are available on the Careers and Employment web site: [http://www.swinburne.edu.au/careers/job\\_search\\_handouts.html](http://www.swinburne.edu.au/careers/job_search_handouts.html)
- There are many books and videos available for loan from the Careers and Employment Library: for a list go to: [http://www.swinburne.edu.au/careers/Career\\_Resources\\_Booklist.pdf](http://www.swinburne.edu.au/careers/Career_Resources_Booklist.pdf)
- Also, see the Interactive Interview Simulation (requires written responses only) [http://www.swin.edu.au/careers/interactive\\_programs.html](http://www.swin.edu.au/careers/interactive_programs.html)