

MOCK JOB INTERVIEWS 2016

Melbourne Girls' College

What positive/helpful feedback did the interviewers give you?

About your letter of application and resume?

- it was good but add some things in it
- They said it read very nicely but there were a few grammar mistakes.
- To tailor it specifically to the job
- My resume had a wide range of experience and lots of good qualities and jobs.
- That I don't need a attached referee, i just need their details
- They said that I should reflect my personality and creativity more on my Resume and Cover letter.
- Checking my grammar and giving reasons for my personal skills/attributes
- is was set out nicely
- That my resume and cover letter should be shorter and put positive things in the resume instead of negative. Don't state what job you want to be in the future that doesn't relate to your job that you are applying for. .
- That it was well set out and that the cover letter didn't need the Re, Monique burns seeking... etc and could replace it with the job I was applying for
- They said that my cover letter was good, I put all informations that is needed and all the skills I have that the job requires. And my resume is neat and easy to read.
- They said that my cover letter was good. I put all the information that is needed and skills that the job required for and my resume was neat and easy to read.
- They told me that i successfully highlighted my achievements in my resume and highlighted my skills in my cover letter.
- To keep my cover letter shorter and more to the point, don't drag it on.
- They told me how I could've worded my Career Goal differently and extra things I could've included.

They also congratulated me on a great application and told me I was the only person they'd ever seen 'own' their resume by signing it at the bottom. They also said that it looked as if I had read the instructions properly and understood the booklet.

- Cover letter was written really well, skills on resume fit the job.
- They said that my resume was impressive and that there wasn't much I needed to change. They recommended having more real life work experience to balance out academic achievements
- To double check my grammar, and take some of then things written in my written references into my resume
- Restructuring, adding my subjects, more specific
- For next time to make it a bit less wordy because I had lots of things to talk about so it wasn't necessary to expand on everything to fill in space
- That though mine was concise, I could make my achievements stand out a bit more.
- Add an interests section on my resume
- Keep things concise, lengthy cover letters will be overlooked. It was evident that research on done on the company.
- They gave me helpful information about my layout and said it would be good to go into more depth about my work experience.
- They told me to change my cover letter slightly to ensure the letter is a better representation of who I was.

- Didn't get any feedback
- Think about whether to take the risk of drawing on them.
- I should put the section of my resume in order to make the interviewers easy to read and make the words font bigger
- Address it to a person or sir/Madame and relate passion to a skill
- To make the connection between my application and the job I am applying for more evident
- Lots of achievement
- n/a
- One interviewer asked me to conclude stronger, and really sell myself to the company.
- Improve my cover letter
- How I needed to make my cover letter more informative
- It was neat and clear
- They said to make the font larger on my resume and my cover letter more interesting and have more flare because I was going for the Graphic Designer
- that the format was very good, that it was good that the cover letter was short and sweet.
- They said I should expand on my hobbies and interests (in my resume) to show what they demonstrate. For example, I was a buddy for prep students in 2012 so they said I should write what this implies next to it (I can take care of others, take responsibility, teach people new things)
- Formal language
- How to re-word things to make them sound more professional and appealing
- To put my interests and what I do on the front page of my resume so they can see it straight away.
- N/A
- I expressed my interests well
- I didn't get much feedback on this.
- They said that it was very well written and that I have a lot of experience in this area.
- better phrasing with certain sentences.
- What else to include and some things to take out.
- I came across as very confident in myself and intelligent
- To include maths, english and science in my application as subjects, I forgot!
- What to say, what not to say.
- what I did well, what I should add or take off
- That the information within it was very impressive, however I need to condense my cover letter while keeping the key points and provide situations within my "employability skills". I should also have my resume proof read.
- check my grammar and add more of my experiences. They also says to asked other people to review my cover letter before handing it in.
- Make letter shorter and resume longer. Make sure you update all details! eg not in year 9!
- well constructed and creative
- Better vocabulary, structure of the CV
- I came across as very confident in myself and intelligent
- Write more about fashion
- They gave me feedback on both my resume and my interview which was great. They said my cover letter was great but to pay more attention to spelling on resume.
- that it sold it for them and they wanted to meet me and introduce himself
- Double check my grammar, provide reasons for my skills
- I should start with an opening statement that would will make me stand out.
- The layout was done well

- They marked out ways I could improve my cover letter and resume by walking through them with me during the feedback section.
- More detail on the cover letter
- it was really good. i have added the important things
- To include my subjects and past employment
- That my letter of application and resume was a simple but very effective layout. Also that it was easy to read and only one page.
- I have a lot of experience in the field.
- They told me to put more about what I got out of coaching and what skills I developed through it.
- Clean and professionally written

About your interview; what did they recommend that you do/say differently, or what advice did they give you about your interviewing technique?

- just the order
- To not use my hands as much when speaking because it was distracting, and to talk more about / emphasis things that would make me good for the job.
- Have more knowledge about the company
- They told me that i was very natural but i use my hands and hand gestures a little too much.
- To give examples when i've displayed my qualities/strengths.
- They said that they loved my confidence and bubbly personality.
- Not to use my hands a lot
- To include both interviewers when answering the question and to make better eye contact
- They didn't say anything about what I needed to improve on
- To speak a little slower and take a breath, it was okay to be nervous
- They told me that I'm a little bit too shy. And when I answered their questions, I should put some of that information in my resume as well.
- They told me that I'm a little bit too shy.
- That I make sure that I have a clear understanding of the position I'm applying for and that I showcase the skills that you would need for that job into my answers.
- Be more confident with the achievements I have, play to my strengths
- They told me not to cry :)
- Make sure to tailor the resume to the job, describing how you could apply these skills.
- They said they were pleased with how confidently I presented myself but to be aware of exactly what you are saying. Watch out when interviewers try to confuse you or test you.
- Write down some notes before I enter
- Next time I should fidget less because I was really nervous but it can be distracting to the interviewer.
- That I was engaging and had a high emotional intelligence
- "Smile with your eyes and don't be nervous. Be conversational whilst keeping it formal."
- They told me that I was very confident and I never paused when they asked me a question and that I answered the questions with ease and care
- They told me to speak louder and do more research on the company
- Relax more, show more of your true personality
- Make the word fonts bigger, try to not repeat words
- Say passion, fun and love less
- Talk about yourself in relation to the job
- n/a
- They said I sold myself well, but I could improve on selling myself as part of the company.

- Speak up
- They said I spoke well and upbeat
- Know a little more about the company and job.
- They said I shouldn't bring a water bottle in to an interview
- to relax, to research the job more.
- They said I need to be sure about what I'm trying to say (make sure I know what I'm talking about)
- do not say like
- Nothing! They said I was really energetic and said everything right, and I would have been perfect for the job!
- They didn't give any advice about my actual interview.
- be more specific in how my skills are relevant to the job.
- To relax more as there is more of a conversation
- They said I need to involve the job I am applying for in my answers more, and that my answers need to be more concise.
- They said that I should research the company and job position a bit more so I know more about what I'm applying for.
- Know myself more in terms of strengths and weaknesses, be more confident.
- To talk louder and slower.
- That I slow my talking down
- They said that I should make sure to only say that I want to be a nurse, even if I want to be a doctor, so that the interviewer would not immediately write me off if they believed that I would leave the job in a few years.
- Give varied answers, trying not to repeat yourself. They said I dressed very appropriately and seemed very confident
- calm down a bit, be confident, have lots of questions to ask the interviewer
- The interviewers told me that I should work on my posture, but told me my overall impression was intriguing
- That I dressed well for the interview which was very helpful and that I spoke clearly and as though I understood what I was doing.
- They recommend to speak more.
- I need to research the job more and read the actual job advertisement more thoroughly so I know about requirements and prerequisites of the job.
- Nothing - I think this may be to come in the written advice.
- try not to put any negatives
- Techniques to stay calm and confident
- That I slow my talking down
- talk about fashion
- They told me to pay more attention to detail (spelling mistakes) on my resume and to tailor my resume more to the job.
- not as loud and a bit too hyped up so just tone it down a little bit
- Not to use my hands a lot, I kept on using it
- They said that my story was very touching and that I would be a great applicant
- Put more experience
- Group my skills together and always refer back to the job
- Nothing
- I have to coordinate with both of them and I have to highlight my special skills among other people.
- don't be nervous

- To not talk about passion too much and to talk more about the practical stuff such as how hardworking I would be.
- They told me that I did good and my tone/presentation was perfect.
- They told me just to learn more about my career path and how to get there and to know more about the corporation
- Expanding on points

What questions did the interviewers ask you?

- why are you applying for this job and other stuff about me and my skills
- Tell me about your self, what would you do if you didn't understand an instruction, what makes good cooperation and communication, what experience do you have, what qualities do you think a nurse needs
- Why did you chose this career to apply for? What are your interests?
- How did you prepare for this? what would you do if you didn't understand something in the course? how do you feel about working in a team? What can you bring to a team or group?
- why did you choose this job?
- They asked my question about our school's website and what do I think about it and how can I improve it? Then they asked me the same questions about their website? They asked me if I am an extrovert person or Introvert? If i have some idea in my mind for my client, but my client wants something else from me, would I be ready to compromise?
- More about myself, my skills, teamwork, working with children, subjects I'm currently learning
- why they should employ me, have i had any past experience in working, why i chose to apply for this position, what i know about the organisation and more
- Why did you apply for this job? Do you consider yourself as Vietnamese or Australian?... etc (Don't remember the others :()
- What would each of your referees say about you? What was involved in the Richmond tutoring/New Joneses/Peer support and how could the skills acquired from these help in the childcare industry?, Can you tell me a bit about yourself? What do you know about the company/ what did you think of the website? Would you be able to work Wednesday - Friday and how would you fit that in with school? What do you do to relax?
- How do think David Jones is a good department store? What shopping centre I like to go? Do you like shopping? What subjects am I doing this year? What is my long term goals?
- They asked me what something about me that wasn't in my cover letter or resume, what I believe someone working in event management does and how I would hand certain situations such as boring jobs to complete.
- Mostly to do with personal things such as what I enjoy, more so not to do with the job directly.
- Why are you interested in this field? Tell us about yourself? They asked me about parts of my application as well, and to extend on some of those points. Asked what I enjoyed at school and other general questions.
- Why did you apply for this job? What interests you about this job? How did you develop an interest in the travel industry? Why did you join the Australian Air force Cadets?
- What is your work experience? Why would you be good for the job? Where do you see yourself in the future? What degrees will you study, will you go to university? Where will you go after this job? Why did you choose to apply?
- To tell them about myself, what motivated me to apply for this position and also about some of my achievements
- What could I bring to the course, what have I done previously to assist me

- Tell us about yourself. Why do you think you're the right person for the job? Why do you want to get this job?
- My experience with teamwork, standing up for people, working with a variety of age groups etc. They also asked me what I knew about the company and why I wanted the job
- Why are you interested in this job? What experience do you have? Why'd you chose this one over the other jobs? mainly personal questions based off information given from my cover letter and resume
- What are your future goals? If you didn't understand an instruction, what would you do? What are your motivations?
- They asked me why I applied, gave me a situation scenario and I had to describe what I would do, a bit about myself and what research I did
- What do you know about the organisation? Why journalism? What do you do in your spare time? What are your passions in life? Strengths? Weaknesses?
- What do you hope to get out of this company? Tell me about yourself. What qualities do you have? What are your passions?
- "What do you know about our company?" "Tell us about your work experience" "Why are you passionate about entering the fashion industry?"
- "What motivates you?"
- What would you do in the job? What skills you have? About my work experience
- what can you bring to the company? Tell me about yourself. What do you think you'll be doing there? How many kids are there in the centre?
- What things are you doing at school? How is dance? Why do you want the job? What do you think the job requires you to do?
- Where can you see yourself in three years
- They asked about my personal life outside of school, about my interest and achievements, and why I'm a good edition to the company.
- about myself, my future, my interests
- They asked about my grades and if I wanted to focus on arts or sciences, they asked about my experience with softwares and they asked what I would change about Facebooks design and how art influences us
- What qualities from coaching and umpiring could you bring to the traineeship?
- About my interests, my skills, my future plans
- What are your favourite subjects at school? How do you think the skills you know relate to the job? How have you displayed the qualities needed (questions similar to these)
- tell us about yourself? What skills does nursing require? What does teamwork mean to you? would you work overtime? if you didn't understand a instruction what would you do?
- how do i deal with conflict and stress
- tell us about yourself, strengths and weaknesses, do I play sports, quality vs. quantity, how do I respond to instructions I disagree with
- Do you like the school environment? What skills do you use in your current job?
- Where my favourite place to travel was, how i handeled different situations in umpiring things like that
- What do you think the job is about? What things do you know about Slater and Gordon? What are you interests? You've put this on your resume, tell me more about it. You've said you achieved a high academic result, what can prove that?
- Tell us about yourself; What are your strengths in work and personally?; What are your weaknesses in both your job and personally?; Where do you see yourself in 5 years?
- Tell me more about yourself? What did you need to do in your past job experiences? What would you do if a child was misbehaving? What did you have to do with the children? What activities and food did you provide for them?

- What are your strengths and weaknesses? How do you feel about working with others and as part of a team? What do you do in your leisure time? What do you know about paediatrics? How do you feel about working with others and as part of a team?
- What qualifications do you have for this job, what do you know about Qantas, would you be okay with being relocated or working overtime, what skills do you have that would aid in this position
- What experience do you have relating to this field, Tell us something that we wouldn't know, What do you think this role would in tale on a daily basis
- Why did I apply? What preparation have I done for the interview? What skills could I bring to the job?
- How i would work around problems, Career plan, Questions about my resume and volunteer work
- Why did you apply for this apprenticeship? What can you bring to the apprenticeship? What do you do in your leisure time? How do you feel about taking instructions? Are you willing to work overtime? Do you have an issue with being placed in a different city? Are you willing to complete assessments?
- Where i see myself in 10 years? What attributes i believe are needed in the job? Where i saw myself (in the future) in the company? What i know about the magazine
- Can you tell me a bit about yourself? What experience do you have that would be helpful for this job? What would you do in specific situations.
- what skills i have or think are important for the job, why i would like the job, if i had ever done any work similar to the job, if i could work well in a team
- Why did you choose this job? What do you see yourself doing in the future? What do you enjoy doing in your spare time? Things about what is on your resume - pet/baby sitting, volunteer tutoring, part time job, etc.
- why do I want to apply for this job ?
- questions concerning my creativity and what i want to be when i grow up
- Tell me about yourself, results at school, Hobbies
- How i would work around problems, Career plan, Questions about my resume and volunteer work
- How many stores do they have? Why did you choose this job? What are your favorite fashion brands?
- They asked me what I knew about the company, why I wanted the job, why this job was my first option and what skills I have.
- Why did you want this job?
- Why did I pllied for this occupation?
- Why did you choose this job? How would you explain problems to someone who doesn't understand coding?
- What would be involved in nursing? Tell us about yourself, What did teaching dancing involve? How can those skills be used in nursing? and many more
- How's school, What do I know about the company, Where I saw myself within the industry, What are my faults, what are my assets
- how do you coordinate with the change that i have being to, like after the change of countries and how i react to it.
- What would happen if someone in a group wasn't cooperating and participating?
- about me, what i have done and why I applied for the job
- Tell me about yourself.
- They asked me about what skills I could bring, what I was able to do as a coach and an athlete in cheerleading, why I want to work with kids and how I can approach kids in certain situations.
- Do you have any future education goals? Career goals? Talk about past experience in fashion?

Please describe two things that you learnt from participating in the program:

1.

- to not be as afraid of the interviewers
- improving the thing that i do or have
- I should be less nervous about interviews.
- I learnt how to properly make a resume and cover letter.
- how to set out my cover letter and resume better.
- I learnt that having great confidence would help you a lot and just be yourself.
- Smiling helps a lot
- i gained experience in the type of job interview environment
- Keep my resume short including my cover letter and don't give away too much detail about yourself
- I learnt that job interviews aren't all that bad, as the interviewers are genuinly kind and understanding
- To speak slowly and clearly
- The interview is actually not as scary as I thought. The interviewers were very nice and kind.
- I learnt that confidence makes a really effective first impression and a smile can make a big difference.
- To be confident in myself
- Learnt how to cater an application to the employers needs, and how to see it form their shoes.
- Resumes should be specially tailored to each job.
- Not to be so nervous
- To take the nice things that other have written about me and use them in writing my resume
- Interview preparation
- Before the program I thought that the interviewers wouldn't be very nice and that they'd be really scary but after I realised that they were there to help you and they were really kind.
- To stay confident no matter what situation
- There's no need to be nervous
- You have to know yourself very well and in relation to the company
- I learnt that it is important to prepare as much as possible before an interview
- To ensure that your cover letter represents yourself and your interest.
- How to engage with business people in an interview
- Relax more
- I should speak louder and more confidences
- Make sure you expand on your answer
- Do not play with your hands!!!
- How to write cover letters
- To link my application to the job
- The interviewers aren't as scary as they look.
- Make a better cover letter
- Make better eye contact.
- That you shouldn't bring your drink bottle
- To re-read my resume and give examples of what skills my hobbies give me.
- To make a more detailed cover letter
- How to interact with interviewers in a mature manner.
- To research the position more
- to reaserch the role more

- To prepare more.
- How to write and project a better resume
- To relax as the conversation flows more
- I learnt that you just need to relax and be confident, don't stress and panic
- To ensure I sell myself for the job I am going for
- To know about my strengths and weaknesses more
- Lots of what to do/what not to do's regarding cover letter
- To come into an interview prepared as well as confident and not nervous.
- You need to research the job beforehand
- I learnt that I should be more confident going into an interview because if I have prepared, then I will be fine
- Its okay to make mistakes
- How to present myself in a confident way
- interviews are not as scary as i thought they would be, you need to be calm and relaxed but not sloppy or lazy.
- The interviewers are super nice and grandparent-y
- Gain more knowledge in how interview will feel like.
- not to be shy
- How to stay calm
- How to present myself in a confident way
- To structure my resume more to be tailored to the job because your resume is what "gets you in the door."
- Don't feel nervous
- getting ready for the interview
- That interviews are not as stressful as they seem
- Friendly
- I need to refer back to the job more.
- What to expect from a formal interview
- how to present yourself more effectively.
- I learnt how to improve my cover letter and resume
- Not to be nervous
- To double check your cover letter.
- A smile is a good way to show positivity
- Don't be nervous! Speak calmly

2.

- to be well prepared
- setting out my cover letter
- To prepare more for questions I might be asked
- i learnt how to engage with an interviewer in a formal manner.
- What a interviews like since this one was my first.
- I even learned that I should reflect my personality, confidence and creativity more on my Resume.
- Not to freak out and stress too much
- i learnt how to write my own cover letter and resume
- Always include positive things in resume and cover letter
- I learnt that you just need to be yourself and be honest, because there isn't any point pretending to be someone else
- To show passion and enthusiasm and to not be scared of the interviewers

- I learnt that what are the questions that might be asked when I go to the actual interview and I know how does it feel to be interviewing.
- To research a lot about the company and position you apply for before you go in for the interview.
- To just relax and act like it's a conversation
- Learnt that taking the time to complete something well, whether that be an application or other things, pays off and employers can see that
- Interviews are just like conversations!
- Don't go if you're sick to avoid coughing on the interviewer.
- To double check my grammar
- Interview + resume structure
- I learnt that you need to make sure that you do research on the company and cater your application to them
- How to engage people
- Make the interviewer feel comfortable around you
- Expect curve balls, you need to keep relaxed and open minded
- I learnt that you need to make your resume and cover as clear and readable as possible
- To treat an interview as a conversation and not to be too stressed out
- How to prepare for an interview
- Show more of true personality
- I should prepare more questions to ask them
- Don't be scared
- always talk about what you've learned and what you can bring to the job
- Offer portfolio to the interviewers
- To be more confident in myself
- It's okay to sell yourself, make sure you sell yourself in the company as well.
- Research more about the job
- Research the job more.
- to make my cover letter more interesting appealing
- To be more sure about my answers (figured this myself)
- To research more
- How to write a good cover letter.
- To not use so many hand movements
- to keep eye contact and to seem confident
- To, in an interview situation, link my points back to the job.
- Sell my qualities across better
- To research the company in depth and what the job is about
- Always be honest on your application, resume and during the interview
- To make my answers clearer and more concise
- How to better my cover letter
- Effective ways to get across the relevant information
- How to approach an interview, as well as how to prepare for it.
- The interviewers are really friendly and nice :)
- That it is important to smile, relax and be friendly, even if inside you feel nervous.
- Preparation is key
- How to show my weaknesses and skills and except them
- first impressions are very important, it can make the interview go really well or badly
- It is more of a conversation than a real life interview
- Getting feedback on my resume and cover letter.

- be forward as they are friendly and understanding
- Better vocabulary
- How to show my weaknesses and skills and except them
- Being confident and displaying achievements are very important in an interview.
- Talk more about the company your applying for
- that its like a casual convo
- Read a lot about the job and the company
- Respectful
- I should group my skills for the interviewers focus
- What to include in my cover letter and resume in the future
- how to give attention to both of them
- I also learnt what words and expressions I should use when being interviewed
- to order my resume differently
- To write down your school subjects and elaborate.
- It's good to have skills that can suit the position
- Put more detail in resume

If you were to write another letter of application and attend another interview, what would you do differently next time?

Letter of application:

- Promote my achievements more
- write in more detail and write more directly about the job
- yes because they told me the things that i need to improve
- I would re-write my cover letter to make the qualities i talk about more relevant towards the job i'm going for.
- Give examples of my skills/qualities
- Express myself more on my resume and cover letter that when they open it, they should feel like they have to hire me.
- Check my grammar
- check over my application to see if there were any grammatical errors
- Make it shorter and not repetitive
- I'd spend more time writing it
- Change around the first line of my cover letter, re. Monique burns .. etc
- I might add more informations that the interviewers have suggested me.
- I would spellcheck better and get other people such as my family to read over it to see if there was anything that needed changing such as typo's and sentences that don't make sense.
- Change my career goal, and add more about my travelling experience.
- Make it shorter
- Larger font
- Not much
- Look through my past achievements and take more of those to put onto my resume
- Make my points more specific, not undersell myself
- In the cover letter I would talk more about why I would be good for the job and about my skills and in the resume I'd cut out a few of the unnecessary words
- I would elaborate on the skills that my job has given me
- Add interests to my resume
- I would my cover letter concise, expand on a few grey areas and slightly tweak the layout of my resume for more efficient use of space.
- I would make the font size readable, check for any mistakes and section the page into thirds.
- Make sure my cover letter was not so standard and use the letter as a way to showcase me and my personality
- Not sure - didn't receive feedback on my letter of application
- Think about whether to draw on it or not
- Instead of " To the manager" i should use " Dear the manager" and also i should put my signature in the letter.
- n/a
- Proof read more and make it more formal
- Link it to the job
- Write more about achievements
- Take more time in writing my cover letter.
- Make it with more detail
- Have it slightly shorter and make sure everything is perfect.
- I would create a more engaging and spontaneous cover letter and make the font on my resume larger

- Rewrite the skills and interests section - include what experience I have gained through them
- make a better cover letter
- Write my interests and sports on the front page and expand on my skills.
- use formal language
- i would put the more important information first and shorten teh resume
- Nothing.
- Fine tune my resume - go in detail about the things that stand out
- Make myself sound more professional and qualified over paper
- I would put another referee, apart from a family member
- Describe what skills I have for the specific job better.
- I would get my parents to read over my cover letter as they are industry professionals
- Change the format/content in my cover letter
- Make it more "short and sweet", include hobbies
- Use less of a narrative style of writing in my resume because it was too wordy
- Sign the bottom of the cover letter
- Condense my paragraphs and have someone review the writing
- sell myself and what i love to do, relate things to the job and my daily life
- I would check my phrasing and make myself seem confident but not too strong headed
- Make sure I write my subjects, correct school year, all achievements
- I would add more information in
- make text bigger
- I'd write more about my love for fashion
- My interviewer said my cover letter was great so I would just change it to display my achievements that are related to the position.
- Include more complex vocabulary
- I would check my phrasing and make myself seem confident but not too strong headed
- keep the same just grammatically check it
- Put more examples of skills
- I would start with a better opening sentence.
- highlight special qualities about me
- Grammar, group skills
- Include more of the activities and extra-curriculum I am part of that the company is interested in.
- I would set out the cover letter a bit better so I would put where I found it before talking about myself.
- Elaborate.
- order it nicer
- Put in more about what I developed through coaching and being an athlete in cheerleading.
- Put more detail in, remove selling yourself stuff

Interview:

- Relax before hand
- to know more about the company and be more prepared
- clothes
- I would use a little less hand movements
- Answer the questions in more detail
- Ask them questions as well.
- Ask more questions
- to not be too nervous and make better eye contact with the interviewers

- Try not to stutter
- I'd research more about the roles in the job and more about the job and think more clearly about where i see myself in the future. I'd also practice on my nerves.
- Speak slower and clearer, have a bit more confidence, not fidget as much and thank the interviewer for their time, I forgot! :(
- I might prepare more questions to answer because they may ask me any questions that are irrelevant to the job. And I won't be too panic next time.
- I would practice answering tricky questions at home and answer them calmly and not rush my answers.
- Go in more prepared with answers to questions and with a clean positive mind, so I don't feel flustered when I'm in the interview
- Be more confident with myself
- Larger font, relate resume to job
- Be less nervous and think about what I'm saying so that it can't be used against me.
- Try and hold eye contact for longer
- Come a bit more prepared with written notes
- I'd be much less nervous and I wouldn't spend the whole time fidgeting or getting distracted
- I would have examples of when I had to use leadership ready in my mind to use
- Not worry about it. Be confident
- The questions were very resume and cover letter based, I wish I had better familiarised myself with my application
- I would be more clear and direct with my responses
- Not be so nervous and conduct further research on the organisation
- Speak louder and do more background research about the company
- Show them more of what I would be like if I were to work with them
- Ask them more questions and talk with more confidants
- dont fidget
- Relate my passion to my skills
- Not have my resume so I cant drop it
- Know more about the company
- NOT WEAR HEELS!
- Research more about job
- Be a lot more relaxed because it is just a like having a conversation with someone you never met before.
- I would not bring my drink bottle and I would put more into my portfolio
- Re read the job requirements so I know more about what they want an applicant to have
- research more
- Prepare and practice questions before hand.
- not to use original copies of achievements
- to volunteer more information, including my report and achievements
- Prepare more.
- Relax
- How to think about what i say before i say it
- I would talk more about what the job expects from me
- Have practiced my answers more so I have clearer answers for the given questions.
- Be less nervous and practise my responses
- Have a clearer idea of what information i wanted to get across
- Talk slower and louder, with more confidence
- I would not say that I want to be a doctor and instead, focusing on a nursing career
- research the place of work and the requirements for working there

- Make more eye contact, improve my posture, calm down
- ask more questions about the job and the lifestyle that goes along with the job. Talk about why certain things i have done in my life would make my skills better for the job.
- I would take a chance to slow down and talk clearer
- Nothing - I think it went really well
- I would speak more and asked more questions
- eye contact
- I'd change nothing
- To talk more specifically about the job and always relate back to the position.
- Practice more
- I would take a chance to slow down and talk clearer
- don't come across so strong
- Talk more about experience and skills
- More time
- prepare more for it
- Refer back to the job more
- I would like more time so I could have shown my report etc
- Not to use the word passion too much
- Nothing :)
- don't be nervous
- i would speak a bit loudly and definitely would have looked up the corporation beforehand
- Ask a question for them

How could you better prepare for the program? What help or training would have been useful?

- Plan answers for questions
- Research more about the company, do practice questions with a friend or parent
- communication
- i think i would maybe practise with someone before the interview.
- Get my friends and family to ask me more questions.
- I would just say that be confident about yourself and the job you have applied for, and do some better research about the company's website and know about them.
- Reading through the questions from the booklet, prepare some questions, research more about the company, chill!
- to answer practice interview questions and going through practice interviews before the actual interview
- Study more of the questions and research more on the job that I'm applying for.
- I would've liked more of a guideline in what i needed to research about
- To better prepare I could of looked at the website more in depth and research the sort of qualifications needed for the job eg, vet diplomas etc
- Practice with friends or family. Let them ask me any questions they want. In the interview, they asked me random questions.
- I believe that more background information on the job and duties would of helped me a lot more and if we were able to practice interviews in wellbeing class because I believe that would of prepares me better.
- I could've practiced some of the questions with family at home and prepared some answers so I wasn't being put on the spot. I think just a reminder e-mail of the date of the interviews a couple of days before it would have helped girls start preparing and thinking about it earlier than the night before!!
- More preparation for speaking about myself
- Looking up interview questions and answering ALL of them.
- Just better overall preparation with regards to answering the questions.
- I could've better prepared by maybe rehearsing more to practice eye contact and the speed of my talking.
- Have some written notes with me
- Help/training in what questions they are going to ask you and some good ways of responding would have been helpful
- I think it would have been nice to know a bit more in depth to how an interview is conducted and how to hold yourself while being interviewed
- Practise the situation prior.
- The schedule was so tight between the application writing and interview with many interruptions, therefore there wasn't much time to practise the interviewing aspect.
- Do a bit more research about how what a nurse may encounter
- Practised my answers more thoroughly and researched more
- Practicing answering questions would have been useful
- Don't be too stress out because the interviewers are very nice and welcoming.
- Practise questions with friends and family
- talking to previous partakers in the program
- More interview practice
- Ask some of the previous year's interviewees to talk to the current interviewees.
- Speak to other adults about the job - do more research into it

- Better writing of resume and cover letter
- Having done a first aid course would probably get you a better chance at being successful. having known a bit more about the requirements for the job.
- Research more about job
- perhaps making a couple of logos
- I would re read the application form a few more times so I know what they want from an applicant and what skills I have to match them.
- Definitely research more on the job
- I could practice the answers to the questions.
- More stress placed on researching the company/position prior to the interview and information on the corporate structure.
- Use research the position/job in more depth
- the research the role more, to go over questions
- I can't fault anything! I think the perfect amount of time was given and I was fully prepared!
- To research the company in depth and go over key things like attributes and your training you have done
- To have run through the interview process briefly, because I didn't know to shake hands at the end of the interview.
- Practising with someone, and them asking me common interview questions
- I would practise my response to the questions. Be able to learn more about the position
- Being told specifically what to research on their website
- To do a practice interview, have been asked the types of questions, etc etc
- A bit more information about what to research about the company
- I think I was well prepared but maybe an extra session in wellbeing would've been helpful
- everyone doing a more relaxed/practise interview throughout the 2 weeks before the interview, possibly with your well-being teacher or other students in the class. that would also be good for the people who didn't get an interview but they still have an opportunity so learn about them.
- Practice the interview questions
- Knowing more specifically the questions that will be asked
- Practise interviews in wellbeing BEFORE mock job interviews, not after
- Research about your company
- Research
- Knowing more specifically the questions that will be asked
- carry a portfolio
- I could have gone more thoroughly through my answers and organised my folio so it is specifically related to the job.
- Practice with your parents, talk to yourself, list your skills and research
- making to read over the question thoroughly to give great answers
- I should have done more external research.
- Learn a lot about the job
- to research about the company and go for the interview
- it was all good
- I feel I was well prepared and I wouldn't do more than what I did
- Maybe just not talk as casual and practice with another family member
- Go over my cover letter again
- more confidence
- If you do some research about the corporation, it will be easier to answer questions and practicing answers makes the interview easier
- List of questions they might ask

What was...

the best part about the experience?

- Getting really helpful and constructive feedback
- being in an interview situation
- that i can develop my skills
- i really enjoyed the interview. i love interviews from past experience and this one was just as great. it was formal but you could feel relaxed at the same time.
- Getting the opportunity to experience what an interview is like, so i know what to expect next time.
- The best part of the experience was that now I have an experience of an interview and now I know what could I have done better at it.
- Experiencing what a job interview would be like (learning, feeling, etc.)
- it was really fun and a good experience
- Learning how to write a proper resume and cover letter
- Having the actual interview was really enjoyable
- The experience and knowledge I got from the experience was the best part
- I get to experience how is the atmosphere and what will I feel when I'm interviewing.
- Getting the feedback at the end really helped me and I enjoy getting constructive criticism because I believe I can learn a lot from that.
- Getting an outsiders perspective and good honest advice about my resume and application.
- Gaining feedback and practicing the interview process.
- Experiencing what it's like to be in a real interview with real interviewers who gave genuine feedback
- Getting the feedback
- The feedback and the lollipop
- The preparation for the future
- Knowing that once you do it, it's not too scary and they are really nice to you
- Talking to the interviewers and learning about myself and my strengths and weaknesses
- getting to dress up
- The constructive criticism,
- The evaluation part where they told me about what i did well and what i can improve on
- When the interviewers gave you both constructive and positive feedback. It really helped and not only gave you a confidence boost but I feel more prepared now if I were to go for a real job interview
- Outsider opinion and shows what a real interview would look like (also getting a lollipop at the end)
- having feedback from the interviewers
- I got to know how to right a good resume and cover letter now.
- lollipop
- Learning about the interview process
- Getting to have an interview without the pressure of a job
- Helpful criticism
- Having a real-world experience.
- Realising that it is not a big a deal as you first think it too be.
- knowing what an interview is like
- Talking to experienced interviewers
- having the chance to experience what a real interview will be like and get a full evaluation and knowing what not to do next time
- knowing what an interview is like
- Getting feedback on my resume and cover letter.

- the feedback.
- getting positive feedback on how to improve
- getting feedback that i can use later, learning what went well and what didn't
- Learning how to make my resume better and how nice the interviewers were and were really supportive about everything!
- Knowing what to do in an interview
- It has definitely motivated me to apply for more jobs because the experience wasn't bad at all and the feedback was really valuable.
- The best part was the interview itself because it definitely gave me a taste of what a job interview is like.
- Getting a feel for what it is like to be in the interview situation, so you are aware of how it occurs for future experiences.
- The constructive feedback that I was given and being able to improve my interview skills
- The advice given afterwards
- Getting a positive interviewing experience with valuable feedback
- the feeling I got afterwards
- The positive and constructive feedback to help my work on my interviewing skills
- talking to the interviewers who were very nice and not at all scary, who were also very interesting and had good questions that made you think.
- I had fun and learnt a lot about my capabilities and how to impress future employers
- The interviewers were very kind and asked amazing questions. I enjoyed being in the situation and i have come out with more skills than before.
- Prepared me for future interviews
- Her giving feedback
- Getting to feel how interview feel like
- the interviewers were very friendly
- Get the feedback
- to see what a real life interview is
- Realising that people want to hear my achievements and what I have done.
- Feedback
- i was nervous at the beginning but it was all fine at the end
- Learning, gaining experience
- Getting to know professionals from an industry I am interested in long term
- Talking to the interviewers.
- Seeing what a real interview would be like and seeing how I can improve in the future
- i think actually being interviewed and being asked professional questions was the best part because I got to prepare myself for real life interviews
- to see what a real interview is like
- Talking to the lady

the hardest/worst part of the experience?

- Being nervous about it
- getting some negative feedback
- nothing maybe being nervous
- the hardest part was trying to find something to wear.
- Figuring out what to wear
- Nothing actually, I was pretty nervous at start but then they were really friendly and nice people.
- Stressing before hand
- actually going their to do the interview because it was really nerve racking

- Getting told that I had too much in my resume and cover letter and I should shorten it and not give away too much. Also relating my future career plan with the job I'm applying for.
- Preparing for the interview
- Being the last group of the day, I worked up the interviews in my mind and got quite nervous
- The hardest for me was sometimes I didn't to answer them. I was really nervous so it made me feel anxious and I went mind blank.
- The hardest/worst part was getting hit with questions that you had no idea how to answer or what to say and having to really think and work hard to find what to say.
- Deciding what clothes were suitable to wear, even though I wore my uniform!!
- Being stressed
- Thinking off the top of my head
- I found the interviewers somewhat intimidating
- The hardest part was the build up to the actual interview
- Nervousness before the interview, staying after school
- The stress of trying to be prepared in the short amount of time we had and being nervous about the interview
- Trying to think of examples of when I had used certain skills
- lack of time to prepare. we needed more time to create a resume and the fact that the interview was outside of school hours made it difficult
- Waiting in front of the door to walk into the interview
- When I was walking to the table, I was feeling a bit nervous
- Writing the cover letter was very challenging because I didn't know how much to put in it and how extensive the letter should be
- Relaxing
- sitting the interview
- Before the interview, I was stressed out and it's not even that hard.
- spending hours on the resume and cover letter
- Writing the resume
- Walking in - I was nervous
- Being nervous beforehand
- -
- first walking in and shaking their hand and saying thank you when your leave.
- being stressed
- Coming up with answers on the spot for tricky questions.
- I was nervous the whole time and thinking on the spot was really hard
- Thinking of answers to questions I haven't practiced.
- the small number of girls given the opportunity to receive an interview.
- saying like to much
- stumbling over words and being put on the spot
- I think it was all great, probably just the nerves before but there was nothing to be nervous about at all, i was fantastic!
- Stumbling on words when I am answering questions
- The hardest part was the lead up and the preparation. Also being to adapt in the moment was challenging.
- The hardest part was acting confident and relaxed during the interview even though i was very nervous inside.
- I was very nervous which affected my answers and made me ramble on.
- How nervous I was for the interview and during it
- The actual interview
- Being nervous, stumbling on my words

- before I went in
- Starting the interview, not knowing what they will ask me
- the beginning, right before the interview when everyone was nervous and a bit scared
- getting over the nerves
- Getting over the nerves
- Preparing certificates - I didn't really have anything relating to nutrition.
- Her asking how many stores they had?
- Getting nervous before the interview
- getting a mind block
- Before entering the interview I was very nervous
- when you get stuck on a word and then cant remember what you were saying
- Not having enough
- Coming up with solutions to a scenario
- leading up to it
- Getting changed in the toilet :(
- The cover letter analysis.
- Using the right words and expressions to tell the interviewers
- The lead up to the interview because I was scared about what the interviewer would think of me and if i said something wrong
- the nervousness beforehand
- First meeting the person

If you were to help us to plan the program for 2017, what changes would you make to the program? What could we do differently?

The job descriptions... what could we do to improve?

- Maybe get a wider range of different jobs.
- Go into more detail
- Nothing actually, it was a really good experience and I feel like everyone should experience it for at least once it would definitely help them.
- create other jobs
- I believe you could make more diverse job options, as I personally would like a career in sport journalism or travel journalism, I would've rathered a sport related job not a female magazine.
- I think it's already good. It explains very well what kind of people they are looking for and all the informations.
- Nothing that I can think of. They were really detailed and gave you lots of information about what that skills and traits each job required it was really good!
- I believe that the job descriptions should provide more information on the type of roles the job does.
- They were fine. Maybe offer some jobs that teenagers our age are more likely to be interviewed for. It was difficult to provide evidence of experience when we had none.
- The job descriptions were pretty good but you maybe mention further the hours you would be working or something along those lines.
- Let all the kids have a go
- They were really good.
- Make them more realistic and intriguing
- allow more time to create a resume and cover letter. Make it clear whether it's a job or work experience - my interviewer referred to it as work experience. Make them more realistic and applicable
- Maybe give an example of a situation that someone from that job may do.
- Nothing :)
- add more to the list, wider range
- I think the job description is perfectly fine.
- more information to base questions on
- More info
- Make them more versatile, like have a newspaper writer instead of a journalist for Girlfriend, or a doctor instead of a nurse.
- Not sure
- Make more realistic ones for younger people
- have a bit more information on the skills you would need.
- provide more information about the job.
- it was good
- have more art topics and filming as well as a job for a vet
- For the cadet journalist position especially, do not try and gear the job to teenage girls. The same position at a magazine such as the Age or Sun would have been, if anything, more appealing than a job at Girlfriend.
- More information about the job on the application
- more information on teh job and its roles
- Have some more things to choose from, some of them were not great and it felt limited

- Detail of what we will actually be doing in the job
- The description for my job was very good and clear so I don't think that needs to be changed.
- Have more options, maybe something business related
- Do a quick run through of the process, even without asking questions. So you know more about what to expect.
- Make them a bit more varied. Maybe some performing arts type jobs
- Get a professional in to the year level on how to answer questions, how to approach the interview, etc
- Job descriptions were really good
- a vague list of what we should research about for the specific job.
- add further information about the company
- There's nothing that I can point out but making Slater and Gordon less intimidating
- More information
- Make it more interview-like
- elaborate what each job actually does
- More variety of jobs
- all was good
- More detail
- Add more info about the job
- add more about the job
- Include what they want in a cover letter/resume
- A bit more information about the requirements and a further understanding of the job
- Maybe add a bit more information about the requirements for the position and more about the corporation
- Give more description about what to expect.
- the interviewers need to know more about the applied job
- Let them know more about the job

Could you make any recommendations for how they could have interviewed you differently?

- not go over time
- When I went, there was only one lady even though it said there was supposed to be 2
- nothing (i don't know)
- no, they did really well and made me feel relaxed.
- No, everything was perfect
- They were great interviewers and were really friendly.
- Nothing really, they were really friendly! (:
- asked about my future, about my future career goals
- No, they were great :0
- Not really, I enjoyed the interview and I felt comfortable speaking with them. They didn't make me feel out of place either which was also very calming
- To make the questions a little clearer, I was a bit unsure of what answer was wanted.
- I think it has been organised perfectly. Everything is perfect. Except that I think we should get a paper of the feedback so we know that which area we could improve or which area we are strong at. It would be perfect! But other than that, I think it's a very good experience.
- They couldn't have done anything differently, they were super nice and really helpful, and I would just like them to know the following: I'm very sorry for getting upset and emotional, it has just been a tough week and I'm sorry you had to be on the receiving end of that. It was nothing to do with you, anything you said or the interview itself, I was just feeling very emotional and overwhelmed. I thank you for the way you handled the situation and for the feedback you gave me on my application, I will definitely take your tips on board. Thank you very much for your time and energy - Alice Clayton.
- I believe that some of the questions I was asked lacked clarity and made them hard to understand and answer so I recommend that provide more information with the question.
- No, their interviewing techniques were great.
- Maybe they could have been more enthusiastic about the position
- They seemed slightly tired or unenthusiastic, which is understandable because it was towards the end of the day. It was difficult to come across as enthusiastic when you feel slightly out of place.
- I would've maybe like a little more constructive criticism or tips for what I could improve upon for future interviews
- They were very nice. Nothing to change
- No, they were really good and helpful
- I think they asked really good questions and were really nice! It might have been helpful for more constructive feedback on my actual interview instead of how to improve my resume
- Only Di was present. Know the job more clearly. Give better feedback.
- No, they were great. They complement each other well.
- No, they did a really good job at interviewing me.
- No
- None, it was good :)
- Maybe only one person should interview
- I like the way they interviewed me, i found them are really nice and they gave a lot of feedback on how i can improve my resume and cover letter.
- she sometimes wasn't a completely active listener and didn't really give feedback
- More questions
- No they were fantastic!
- Can't think of more

- No - I really liked them
- I would have liked a bit more advice on what I should and shouldn't do for a real interview. told me about any bad habits that I might have had so I knew what not to do for a real interview.
- Ask more questions relevant to me and my skills
- Have a clear gap between the formal interview and the informal feedback.
- it was good
- No, they were great! They were really friendly and nice
- Not really. You're the expert.
- nope they were great :)
- to give more positive and negative feedback on teh actual interview
- Nope, they were lovely, wouldn't change a thing!
- Start of with my interests first and then go onto the job description so I can link things
- I only had Roxanne Mitchell because Di Dale wasn't there but I definitely liked my interview and because I haven't been in another job interview situation I don't think I would change anything. She made me feel very comfortable and allowed me to display
- I would've liked it if she asked me more about my future and what I want to achieve and accomplish at that job and in the future.
- It would have been better if they had told me more about the company or asked me how I'd fit in the company better. That way I would have been able to ask questions myself and have a better understanding of what is expected of me.
- Have a definite time for giving feedback so that we know whats the interveiw and whats feedback
- Complete the interview before giving advice and suggestions on the cover letter/resume
- They were great! Made me feel comfortable and less nervous, gave great feedback.
- No I was very happy with how they interviewed me
- let us ask more questions
- No it was great
- No i think they did it as good as possible
- Please don't just ask about the company ask about the person as well look at their personality not just about the industry
- no, It was the best
- Make it more interview-like and ask more questions
- everything is fine as it is
- I think I was perfect because it really settles you in an actual interview
- was good
- No improvement needed
- Asked me more questions about my skill and enthusiasm for the job, and asked for my certificates
- no, they were really kind and friendly.
- No, they did an amazing job
- It was great
- No they were very good x
- Sue was really good! She asked me very professional questions and gave me really good feedback. No changes!
- No, they did good.
- Know more about the job that the student applied for
- Know more about job



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31/3 T.B.

21/3/2016

Rotary Club of Richmond
Att: Tim Baker
PO Box 138
RICHMOND VIC 3121

Dear Rotary Club Volunteers,

The students at Melbourne Girls' College would like to express our appreciation for your participation in the 2016 Mock Job Interview Program on Thursday 17th March. We sincerely thank you for the copious amounts of effort you have put into the interview process, and for generously donating your time so that we may gain valuable experience and knowledge.

All of the volunteers conducted interviews that made students feel comfortable, confident and as if we were in a professional work environment, and gave students useful feedback regarding their resumes, cover letters and interview answers.

The participants of the program thank you for using your expertise in the workforce to provide us with a positive, rewarding experience, and for giving valuable advice and constructive feedback which will help us in our forthcoming job applications.

With sincere thanks,

Claudia

Claudia Marangoni

(Year 10 student on behalf of the 2016 Mock Job Interview participants)



LEAD & ACHIEVE

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