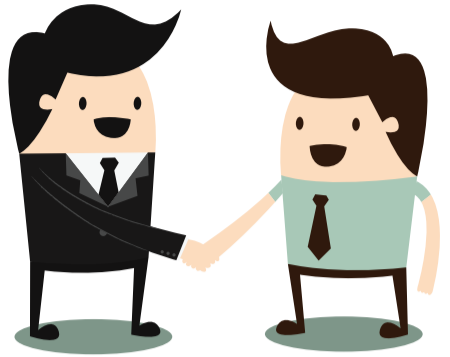


# Starting off on the right foot

## interview and job tips

### Be kind to everyone

From the moment you walk in the door, smile, be respectful, personable and professional. You want anyone you interact with to remember you in a positive way.



### Shake on it

Always shake hands when you meet your interviewer or new employer.



### Sit up

Don't slouch. Moderate posture and gesturing are basic, neutral ways to conduct yourself in an interview. Avoid touching your face and hair, they can appear as nervous gestures.

### Eye contact

Maintain moderate eye contact throughout interviews and conversations at work.

### Listen up

You may be nervous and inclined to focus on giving a good answer. Focus instead on the question being asked and its context to ensure you give a proper response.



### Off mode

Turn off your mobile phone and devices, and completely avoid using during your interview or in your new workplace.

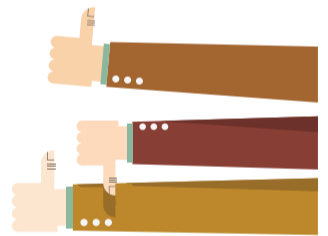


### Don't be late

Arrive a few minutes early to your interview and your new job. Allow extra time for travel delays.

### Ask for Feedback

Get regular feedback from people you trust to provide you candid feedback on general and specific areas you can improve.



### Set goals and track progress

Tracking progress is critical, especially in your first 3 months. Set goals with your boss and keep him/her in the loop with your progress.



### Speak up

Always be in tune and don't be afraid to voice your opinion.



### Get involved

Push to be involved in company initiatives, and participate in any social activities. Care about what your company cares about.



### Ask questions

Don't be afraid to ask for clarification on anything that may yet be foreign to you.



### Be innovative

Offer ideas for how to improve a process you use in your job, just be sure it is the right time.



### Learn the industry

Do your research on your company and the competitors in your industry. Knowledge goes a long way.

For further advice, contact our team. We are always happy to take calls, answer questions and help you on your way to your new career.

Call Skilling Australia Foundation on 1300 096 120 or visit [www.saf.org.au](http://www.saf.org.au)

