

Helpful tips for job interviews transcript

This document is a transcript of an Auslan training video with tips on how to write job applications when applying for a position in the NSW public sector. The video can be viewed in the Belonging and Inclusion Library.

You can view the full series of videos in the Belonging and Inclusion Library.

Background

The video is part of a series created following a one-day workshop held by the Public Service Commission. The workshop focused on meeting the cultural and language needs of Deaf Auslan-speaking employees. The workshop was open to all Deaf employees in the NSW public sector as an opportunity to invest in their career growth in an environment tailored to their needs. The workshop was delivered entirely in Auslan and was designed with input from the Deaf community.

About Auslan

Auslan is a language used predominately by the Australian Deaf community.

Transcript

Interviews are a very important part of the hiring process. They can be scary but there is a lot you can do to prepare.

It is important to let the job contact person know if you need an adjustment to do an interview or to complete assessment tasks. You will not be disadvantaged if you ask for an adjustment when you apply for a role. Adjustments might include having an interpreter present, extra interview time, or asking for a different type of assessment task.

You can also use the interview to explain how you communicate best, such as through MS Teams, emails or using the free National Relay Service for phone calls.

Some other interview tips:

Investigate the role you are interviewing for.

Write a list of your skills and experiences.

Write down the things that are important for you to talk about during the interview.

Bring that list to the interview in case you forget things when you are nervous.

Use the STAR method to answer questions in the interview.

Ask questions in the interview to show that you are interested in the job and the agency.

Create a strong first impression – smile, be confident, make eye contact.

Engage in small talk – it is a way to help build rapport.

Do you want to learn more about how to prepare for an interview? You can look at the “I Work For NSW” website, or talk to your manager or to HR.