SCHEDULE:
Professional Employment Interviews will take place between 2pm and 5pm in weeks 9, 10 & 11. Each interview will be scheduled for 15 minutes and during these weeks students need only attend for their actual interview time, although arriving 15 minutes early is requested in case a student is absent. **If you are unable to attend after 4pm please advise your L&C lecturer immediately.**

The interview schedule will be organised according to the position you are applying for and the availability of specialist technical interviewers. **It will be impossible to schedule additional interviews** so if you do not attend when scheduled you will be unable to complete this part of the subject.

PROCEDURE and PREPARATION:
The panel will consist of three people – an HR consultant, a Language and Communication lecturer and a technical expert. You will be asked “predictable” questions of graduates, as well as about position specific selection criteria. Prepare carefully. Brainstorm and jot down point form responses and then orally rehearse from your notes. Prepare lots of examples that validate your claims. Your answers must be expansive and you must “sell” your skills. Also, have a really good overview of your course and all the aspects you have covered.

PERFORMANCE:
Dress must be formal. Look confident when you enter the room. (You will be collected by the HR Consultant). Shake hands with the panel and throughout your interview use constructive body language – smile and make eye contact with all panel members. Be friendly. All this counts towards the overall impression you will give.

WRITTEN DOCUMENTATION:
The presentation of your on-line application must be clear and accurate. You will have the opportunity to bring a draft response to class in week 6,(8 September) **NO drafts will be accepted at any other time than at the beginning of this class.** (It should also be noted that your L&C lecturer is not responsible for proof reading and correcting all errors in your work. Suggestions will be made, but it is incumbent on you to refine your work. You can also seek help from the Careers Educators (level 4, M Building.) Build on the experience and feedback when writing such applications in semester1.)

In class in week 8 (22 September) all applications **IN TRIPlicate (3copies)** will be collected by your lecturer and the interview schedule will be finalised. As the interviews will begin immediately after the non-teaching week and as the interviewers need to receive the applications in time to read them, **NO late applications will be accepted.** Applications will be sent out on Monday evening –22 September. Further, if you do not submit a written application you **cannot be interviewed.** (Of course if you were late in applying for a “real” position, or if your application was unprofessional you would not be given an interview.….)

<table>
<thead>
<tr>
<th>Due</th>
<th>8 September</th>
<th>22 September</th>
<th>6, 13 or 20 October</th>
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</thead>
<tbody>
<tr>
<td>Draft Application</td>
<td>Final Application</td>
<td>Interviews</td>
<td>Marks: 20</td>
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VICTORIA UNIVERSITY
ACE 3144
Professional Employment Interviews
SBCO/ SBCM/ SBCA