



Australian
Human Rights
Commission



IncludeAbility

Getting ready for an interview



Easy Read

www.humanrights.gov.au

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CID made this document Easy Read.

You need to ask CID if you want to use any of the pictures.

Contact CID at business@cid.org.au.

About this guide



Businesses and organisations want to pick the right person for a job.



That is why after you apply for a job you might have an interview.



At the interview people from the workplace will talk to you to

- Get to know you
- See if you are the right person for the job



They might ask you to do a task.

They want to see your skills.

This guide will help you get ready for an interview.

It talks about

- How to prepare for an interview
- Question you can ask in the interview
- Your plan for the interview
- Things like reasonable adjustments



Reasonable adjustments are changes your workplace can make so that you can work well.

Information about the job and workplace



Before your interview you should learn about the job and workplace.

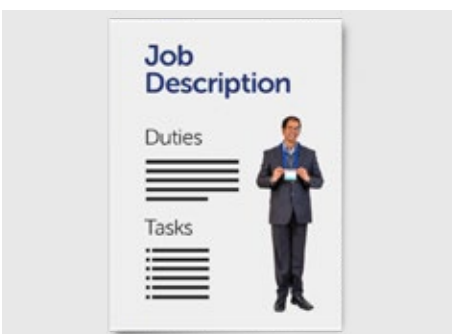


You can learn more about a workplace on their website.



Look at the things

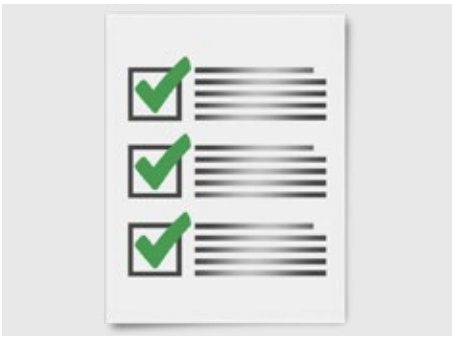
- They have done
- They want to do



Read the job description well.

The **job description** tells you

- What the job is about
- What skills you need



Read the selection criteria.

Selection criteria are the things the workplace looks for in a person.



This will help you think about what questions they could ask.

Prepare for the interview



It is important to prepare for an interview.



Think about what questions they might ask.



They could ask you to tell them about yourself.



They might ask why you want to work for them.

Other things they might ask



Talk about when you had to do more than 1 task at the same time.



What would you do if you need to do something you have never done before?



How did you sort out a problem at work?



Think about the question before you answer.

You can take your time.



You can write things down to help answer the question.



Tell them about things you did in another job.
You can talk about how you sorted out an issue.



Talk about a task you had to do in your last job.



Tell them what happened after you finished the task.

Questions you can ask



It is good to ask questions at the interview.



It shows that you want to know more about the job and the workplace.



You can ask questions about

- The job
- The workplace
- The team you would work in



You can ask when you will hear back about the job.



You can ask how they include people with disability.



It is up to you if you want to share information about your disability.



We have another guide that has more information about telling your workplace about your disability.

It is called

Are you a person with a disability in the workplace?

Reasonable adjustments



Reasonable adjustments are small changes that help you to work.



It is your right to ask for reasonable adjustment.



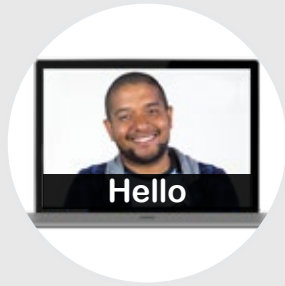
The law says workplaces should make changes so that people can do their work well.



The workplace does not have to make the change if it is

- Too big
- Costs too much money.

Some reasonable adjustments for an interview are



- **Live captioning** if the interview is online. That means you can read what the person says on your screen.



- An **interpreter**
An **interpreter** is someone who tells you what the person says in your language or in Auslan.



- A support person



- More time to do the interview.



You must tell them before the interview.

Plan for the interview day



Interviews will be in person or online.

It is good to plan for the interview day.

In person interviews



If the interview is in person make sure you know where you need to go.

Write down the address.



Find out how you can get there.

Look up how long it will take to get there.



Ask if the workplace is accessible.

Accessible means that you can easily get into the place and move around.



You should try and be 20 minutes early.



You can take a support person to your interview.



This could be

- A family member
- Friend
- Support worker



Let the workplace know before if you bring a support person.

Online interviews



If the interview is online make sure you know where it will be on.

There are different programs like Zoom or Microsoft Teams.

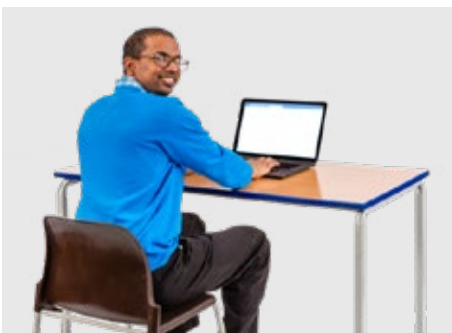


Make sure you have the link to join the interview.

Test that the link works.



Make sure you charge your phone, computer or Ipad before the interview.



It is good to be in a quiet place for the interview.



Make sure you have a nice background.



Be ready 30 minutes before the interview.

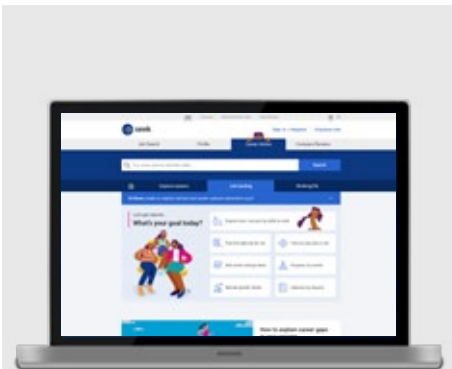
That gives you time to make sure everything works.

More information



These are websites that have information about getting ready for interviews.

They are not in Easy Read.



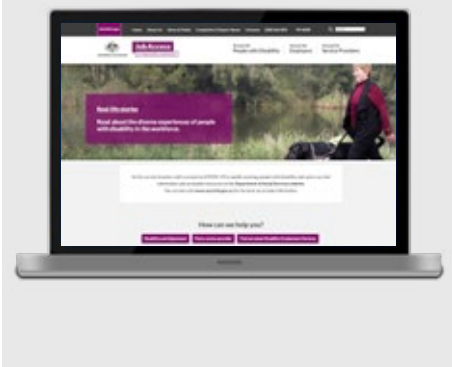
Seek

www.seek.com.au/career-advice/job-hunting



Headspace

**[www.headspace.org.au/young-people/
how-to-prepare-for-a-job-interview](http://www.headspace.org.au/young-people/how-to-prepare-for-a-job-interview)**



Jobaccess

www.jobaccess.gov.au