



Charles Sturt
University

Wangaratta Regional Study Centre

2020

Mock Interview Process

Wangaratta Regional Study Centre

Introduction

As part of Work and Career Education, you are invited to participate in a Mock Interview Process with Charles Sturt University. This aims to equip you with skills and appropriate strategies to navigate the world of work as you start to consider entering the workforce.

There are several set Tasks to complete before registering for a Mock Interview with a Charles Sturt University Representative by video conference or phone.

- Task One: job Identification
- Task Two: Create your Resume
- Task Three: Prepare a Cover Letter
- Task Four: Interview Preparation
- Task Five: Schedule Interview (online form registration)
- Task Six: Post Interview Evaluation

Read the content carefully and if at any time you have any questions, please do not hesitate to contact us:

Lucy Bett
Schools and Community Engagement
lbett@csu.edu.au



Mock Interview Process.

TASK ONE: IDENTIFY JOB

Identify ONE job from the Job Advertisements List, or alternatively find one you are interested in through SEEK or your local paper. Then follow the steps below.

Applying for jobs is much easier when you're familiar with the process and on top of what's involved for you. Knowing what to expect will help you prepare your application and get employed faster.

1) Research the organisation

Employers view evidence of research as a reflection of your interest in the role. Research also helps you decide if you're a good fit for the company and that your values and professional interests match.

You can use your research to:

- show your knowledge of the employer in your job application
- know what answers they'll be looking for at interviews
- help you interact with the organisation during the application process.

Have a look at the organisation's website, social media, annual reports, advertising, publications or coverage in the media. If it's a large organisation, you may also be able to find information online about the area or team you'll work in.

Look out for:

- the organisation's values, missions and goals
- history, size, financial position, plans and directions
- products, services, client demographics and competitors
- topical matters like key initiatives or senior staff members.

You could also find out about the organisation's expectations (dress codes, work hours, work standards or behaviours) or how they manage and recognise performance.

2) Review jobs before starting an application

Read through all documents to understand the role and identify key things you'll need to say in your application. Assess how successful you can be in different positions by reviewing your skillset, career path, and the goals and values you share with the employers. Don't be afraid to get in touch with the contact people if you need to find out more about the positions.

Once you're confident you'd like to work in the role and for the employer, and that you fit the criteria, you're ready to start your application





3) Prepare your application

Include everything the employer is asking for in your application. This will show you understand what's required for the job and can follow set tasks. Many employers will disregard your application if you haven't addressed all the selection criteria.

You'll most likely need to include:

- a cover letter
- your resume or curriculum vitae with references
- statement addressing any selection criteria

In some cases, an employer may ask for a portfolio of work or will screen applicants using a job selection test.

4) Think about the employer

At each stage of the process, employers are looking at how to cut down on the number of applications they need to review so they have a small pool of quality candidates to choose from. They may have received hundreds of applications for one job and only have a small amount of time to select candidates and interview a handful of people.

Make it easy for employers to shortlist you by addressing all the criteria they've set out and submit all the documents and forms they ask for in the job advertisements. Use the advertisement to think about how the selection panel will compare you to other candidates based on your skills, knowledge and experiences.

5) Steps after applying

Depending on the company you're applying to work for, the timelines to hear back about your application can vary. It may take a couple of weeks to hear if you've got an interview, and sometimes the hiring process can be delayed for reasons that have nothing to do with your suitability for the role. For example, there may be multiple people who need to sign off to approve new hires, staff may be on leave, or other projects may be requiring urgent attention.

You may be able to speed up the process by sending thank-you emails after you hear back from employers. Be proactive when you hear from an employer and ask if there's anything more you can provide, or check what you need to do next.

6) Keep looking and accept good offers

Keep your nerves under control by having an eye on more opportunities, networking and applying for other jobs. If you get an offer for your dream job or in a role competitive for your field, take it!



TASK TWO: Resume or Curriculum Vitae (CV)

Once you have identified the job you wish to apply for, create a resume tailored for the specific job. Please read the below to help guide you. You can use the Resume Template attached or create your own – there are lots of free resume templates online or on Microsoft Word.

Your resume or curriculum vitae (CV) is a personal marketing tool to sell yourself to potential employers. A resume is a concise record of your skills, education, employment history and experience. The main purpose of a resume is to:

- Catch the attention of a prospective employer
- Provide a summary of skills, abilities, experience, and achievements
- Secure an interview

The resume is not meant to be a long-winded autobiography. Put simply, a resume should outline who you are, what you've done, and why an employer should hire you. It should also be:

- No more than 2 pages long (for students and young people)
- Written in concise, factual language
- Tailored to the requirements of the job (this will become more important as students grow in experience, qualifications etc.)

For each job you apply for, adapt your resume to highlight the skills and experience required.

1) Read up and search for examples

Review the job advertisement before you start adapting your resume. Look for key skills and experiences that you need to focus on and demonstrate in your resume.

Also do an online search for sample resumes in your field, such as "graduate accountant resume". Samples will help you get a feel for what employers will be looking for in your resume. However, be mindful of different resume formats from other countries.

2) Sections to include

These are some of the common sections to put in your resume:

- your contact details
- career objective or professional statement about your skills
- your qualifications, education and training
- employment history in reverse chronological order with your most recent job first
- key duties and achievements for recent jobs
- extracurricular activities, such as volunteering or your interests, to further demonstrate required skills like problem solving, critical thinking, communication or leadership
- two or more referees.

You can change this to suit your needs and the resume expectations for your industry.





3) What not to have

Don't include these items in your resume:

- skills, experiences or achievements not relevant to the job
- fancy fonts, colours or large headings
- images, unless this is accepted practice for your industry

4) Get the structure and format right

Employers may have hundreds of applicants for one job and will want to scan your resume in less than 20 seconds.

Make it as easy as possible for them to find what they're looking for and shortlist you by:

- writing your sentences as short, effective statements
- proof reading your resume and only keeping essential information.

5) Do a final check

Your resume will be a display of your written communication skills. So always do a final proofread of your resume before you submit it with your application. Fix any typos or spelling and grammar errors. Also make sure your resume is easy to understand – if in doubt, ask someone to read it for you.

Carol Paraksevopoulos

Email: carolp@asdfghjkl.com.au

Mobile: XXXX XXX XXX

Experienced customer service employee seeking full-time opportunities

Young and articulate individual with demonstrated experience working in casual face-to-face customer service roles. Strong interpersonal skills ensuring the ability to work in a highly diverse environment in which respectful and effective communication skills are integral. Proven strengths in cash management, stock control, transaction processing and problem resolution ensuring the ability to transition from casual to full-time customer service roles. Recent school-leaver seeking a full time position in retail.

KEY SKILLS

- | | | |
|---|--------------------------|-------------------------|
| ✓ Customer service (phone and face-to-face) | ✓ Transaction processing | ✓ Store-based security |
| ✓ Problem solving | ✓ Sales refunds | ✓ Stock receipting |
| ✓ Cash management | ✓ Dispute resolution | ✓ End-of-day processing |
| ✓ Sales reconciliations | ✓ Data processing | ✓ Sales negotiations |
| | ✓ Inventory control | ✓ Product selection |

Technical Skills: Microsoft Word ~ Microsoft Excel ~ Microsoft Outlook ~ Firefox ~ POS Terminal ~ EFTPos

EDUCATION

Bacchus Marsh High School

Year 10

2013

Academic Achievements:

- **2013:** Achieved highest grade in Business Studies subject
- **2011:** Completed short course in effective customer service skills through school development program

PERSONAL ATTRIBUTES

- **Reliable:** Commended reliability demonstrated by completion of all rostered shifts as well as availability for non-preferred shifts to assist during peak seasons.
- **Enthusiastic:** Always willing to build morale and improve work environment by showing enthusiasm for all tasks and responsibilities.
- **Adaptable:** High levels of flexibility allow adaptation to demands of a highly competitive and demanding industry.

PROFESSIONAL WORK EXPERIENCE

KSMART

2011 - CURRENT

CUSTOMER SERVICE ASSISTANT & LAY-BY ASSISTANT

This casual position supported general customer service demands while also assisting in the processing of customer lay-bys and stock requests.

Achievements and Contributions

- **Customer Service:** Provided customer service at registers, lay-by counter and on retail floor. Responded to all customer enquiries, providing support and guidance as required.
- **Cash Management:** Ensured accurate management of all cash sales. Counted out all amounts of cash in front of customers to minimise conflict and ensure accurate reconciliation of daily sales.
- **Problem Solving:** Applied a logical approach to problem solving to minimise conflict and create positive outcomes. Commended for helping others understand reasons for proposed resolutions.
- **Collaborative Team Member:** Collaboration with team members recognised by staff-nominated employee of the month award, awarded 3 times over a 2-year period.
- **Stock Control:** Returned stock to floor and assisted in restocking of products as required. Supported visual merchandising standards while setting up new displays and rotating required stock.
- **Transaction Processing:** Created customer records when processing lay-bys, stock movements and refunds. Ensured stock was allocated and all required information was accurately recorded.
- **Sales Reconciliations:** Assisted shift supervisor in reconciling sales transactions. Provided support through re-checks while helping to resolve discrepancies.

STUDENT WORK PLACEMENTS

TAYLOR SMITH PARTNERS - RECEPTIONIST (2-WEEK WORK PLACEMENT)

2013

Achievements and Contributions

- **Customer Service:** Responded to incoming calls. Screened telemarketing and direct sales calls while transferring customer enquiries to appropriate department.
- **Administration:** Typed general communication and letters to customers and businesses as directed. Ensured accurate development of communication by providing correspondence to supervisor for approval.
- **Mail:** Managed coordination of all incoming and outgoing mail requirements. Organised couriers and urgent letters as required.
- **Records Processing:** Entered customer information into internal records management system. Updated existing customer records while creating new data files as directed.
- **Visitor Management:** Greeted all visitors to site and ensured they understood their obligations and expectations while on site. Ensured all visitors added details to visitor log.

VOLUNTEER ENGAGEMENTS

- **2013:** Bacchus Marsh High School - Year 7 Buddy
- **2011:** Salvation Army Red Shield Appeal - Volunteer Collector

PROFESSIONAL REFEREES

Kim Nash
Supervisor
Taylor Smith Partners
Phone XX XXXX XXXX

Carmen Smith
Customer Service Manager
KSmart
Phone: XX XXXX XXXX



TASK THREE: COVER LETTER

Create a Cover Letter to apply for your chosen job that will accompany your Resume.

A well-written cover with a job application gives a potential employer a quick overview of your skills and your experiences relevant to the position. You will need to write a new cover letter for every job you apply for, tailoring the cover letter for the organisation. Treat the letter as a pitch for an interview, focusing on how you meet the needs of the employer and why you want to work for them.

1) What to include

Your cover letter should include:

- your name, email and preferred phone number at the top of the letter
- the name and job title of the contact person on the advertised position
- the name of the organisation
- the title of the job you're applying for and any reference numbers
- a short summary of why you're qualified to do the job
- a statement about why you would like to work for the organisation.

2) Keep format and length in check

Structure your cover letter like a professional letter. Keep it well formatted and less than a page long.

3) Pay attention to language and style

Make sure your letter:

- shows enthusiasm for the job in your own professional language
- uses the same language you would use if you were talking with the employer
- has clear and concise sentences
- is in the same easy-to-read font and point size as your resume
- is free of typos and has correct spelling and grammar.





Sample Cover Letter:

Use this cover letter template if:

- **you're applying for a job that has been advertised**
- **you have some formal (paid) work experience.**

This sample cover letter demonstrates the kind of things you should include when you're applying for an advertised job and you have some formal (paid) work experience.

This sample can be used by high school students and graduates, university/TAFE students and graduates, and also people who have left school without doing Year 12.

A good cover letter should include:

- your name, email address and phone number at the top of the page on the right
- the name of the business and the contact person's full name (if you know it) on the left
- the date you wrote the letter on the right
- a reference line (e.g., "Re: Application for Administration Assistant position")
- an address to the reader directly (e.g., "Dear Mr. Moyle" - try to avoid using "To whom it may concern" if you can)
- an opening statement that briefly introduces you to the reader
- a main body that highlights the skills and experiences you have that are relevant to the job
- a closing paragraph asking to arrange an interview.

Other things you can mention in your cover letter include:

- general skills that help you work in a team and as part of an organisation
- personal attributes that will help you learn to work in a professional work environment
- school work experience or volunteer work that demonstrates your strengths and attributes
- any sporting or community club participation (if relevant)
- any hobbies or interests that are relevant to the job or demonstrate your professional experience.

Key points of this cover letter are that it:

- introduces you to the reader
- responds to the requirements of the job
- attracts the reader's interest and refers them to your resume
- doesn't include too many "I" statements, which can run the risk of disengaging the reader.

For more information about job applications, including more cover letter and resume samples, visit www.youthcentral.vic.gov.au.





Joanne Tint

Email: joannetint@gmail.com

Mobile: XXX XXXX XXXX

Mr Allan Moyle
John Smith and Associates
Phone: XX XXXX XXXX
Email: enquiries@johnsmithandassociates.com.au

23 Jan 2017

RE: Application for Trainee Administrative Assistant position

Dear Mr. Moyle,

As a young and motivated individual I am extremely interested in submitting an application for the advertised Trainee Administrative Assistant position with John Smith and Associates.

In November 2014 I completed my VCE studies and also obtained a Certificate II in Business Administration. This has given me a range of practical capabilities that will meet the needs of this role.

While completing my VCE studies I worked part-time as a Customer Service Assistant for KSmart. My responsibilities in this role included providing face-to-face customer service and assisting on the floor with stock movements and visual merchandising. This position has given me key employability skills while also allowing me to experience working in a professional and fast-paced work environment.

With regard to my ability to meet the specific requirements of this job:

- **Customer Service:** Worked for four years in a face-to-face customer service environment providing customer service at registers, lay-by counter and on the retail floor.
- **Reception duties:** Responsibilities at KSmart included answering incoming phone calls and assisting customers with phone-based enquiries.
- **General Administration:** Certificate II in Business Administration has provided training in the use of skills including filing, data processing, records management and written communication.

My teachers and employers have commended me for my high level of interpersonal skills and naturally engaging personality. My motivations include learning new things and the challenge of meeting key objectives. My current and previous managers can be contacted to provide more information about my ability to meet the needs of this job.

I understand that you will receive a large number of applications for this role. I do, however, believe that my motivation, commitment and pre-existing skills will allow me to fit into your work environment and immediately start supporting the needs of your organisation.

I would appreciate the opportunity to meet with you to discuss my application at an interview. I have enclosed a copy of my resume for your consideration. I can be contacted at all times on the details provided above.

Thanking you in advance for your time,

Joanne Tint





TASK FOUR: INTERVIEW PREPARATION

Look at the list below of common interview questions. Try and find four others that you think you may be asked. Then write down your responses to the questions and look at how you can include your strengths and skills in your response. Example:

What attracted you to the position?

I am interested in working with your company because I enjoy working within a team and feel my strong communication and problem solving skills will be of benefit in this role.

The interview is the final hurdle most people have to cross in getting a job. Being chosen for an interview means someone is interested in your skills, knowledge and experience. However, a great application or resume can quickly find its way into the garbage if you do not come across well in an interview. You now must become a sales person. The interviewer is the buyer. They want to see if your talents meet their needs for the job. Sell yourself!

The interview is when you want to tell the employer about your strengths, skills, education, and work experience. Knowing yourself - positively selling your strong points - is what is going to get you the job.

1) Prepare for common interview questions

There are some common questions asked in interviews. You'll likely get asked questions like these, so take the time to prepare some responses for them:

- what attracted you to the position?
- what is your understanding of the role you have applied for?
- how would you respond to a difficult customer?
- what makes you a good team member?
- how would others describe you?
- tell me about a time when you have managed competing priorities?
- what would you identify as personal areas of improvement you need to work on?

2) Get your responses ready

Start writing down examples of your knowledge, skills and experiences that you can draw on to answer questions. The interview is your chance to show you understand the job and can make a valuable contribution, so stay focused on the skills and experience the employer is looking for.

Practise by saying your responses aloud or asking someone to be the interviewer for you. It's also a good to think through whether you have any questions to take to the interview. You can ask about tasks or projects you'd like to know more about, who your colleagues are or what the organisation will be like to work for.

Depending on the job, you may also want to bring some examples of your work to show to the interview panel.





TASK FIVE: INTERVIEW SCHEDULE

Read the Interview tips below. Then register for a Mock Interview using the Online Form. We will be in touch to confirm your interview time.

1) Before the Interview

- Know where you are going. Drive by the site of the interview a day or two before the interview.
- Arrive 5 - 15 minutes early.
- Be prepared when you go to the interview. Bring extra copies of your resume, your portfolio, a notepad with some questions prepared for the interview, and a pen.
- Dress for Success! Smart professional attire as appropriate for the job you are applying for.

2) The start of the Interview

- Inform the secretary/receptionist that you have an interview, whom it is with, and the time of the interview.
- When you meet the interviewer, look straight into their eyes, shake hands firmly,
- Introduce yourself, smile, be confident and wait until you are offered a seat.
- Be positive in your communication (Remember: You're selling yourself!!), don't slouch, try not to be too bold or too shy. Let the interviewer lead the interview. Express that you are happy to have the opportunity to interview.
- Don't: Smoke, chew gum, swear, slouch, put your hands on items on the interviewer's desk, fidget with rings, pens, ties, change, or other things in your reach.

3) During the Interview

- Always face the interviewer with good posture and body language.
- Stay positive with your attitude and your answers. Let the interviewer know about the skills, knowledge and experience that make you a qualified candidate.
- Know your resume and portfolio well - be prepared to answer questions about them.
- Don't be a know-it-all! Express your willingness to learn!
- Be honest and thorough with all answers. Never answer with just a "yes" or "no." Always provide explanations and examples.
- If you don't understand the question, ask the interviewer to explain.
- Pay close attention to what the interviewer is saying.
- Organise your thoughts before speaking. Feel free to think for a moment about tough questions. Silence is not a bad thing as long as you do not take an excessive amount of time.
- Try to avoid emphasising your weaknesses.
- Ask questions of the interviewers to show interest in the job.
- Avoid discussing salary or benefits unless the interviewer brings it up first.
- Make sure the interviewer knows how best to contact you and that you are available for any additional information that may be needed.
- Thank the person for the interview and their interest in you as a potential employee or student. Shake hands firmly on the way out.





4) Reasons why you may not gain employment:

- Poor personal appearance
- Inability to communicate clearly, poor voice, and grammar
 - Lack of planning for a career...no purpose or goals
 - Lack of enthusiasm and confidence in the interview
- Condemning past employers
- Failure to look the interviewer in the eye
 - Limp handshake
 - Late to the interview
 - Does not thank the interviewer for his/her time
 - Asks no questions
 - Lack of knowledge about the business or the position

5) Interview Questions to think about:

- Tell me about yourself.
- Why did you choose this job/business?
- What do you consider to be your greatest strengths? Weaknesses?
- How would you describe yourself? How would a friend describe you?
- How has your school experience prepared you for this job?
- Why should I hire you?
- In what ways do you think you can make a contribution to our company?
- Describe your most rewarding high school experience.
- If you were hiring for this position, what qualities would you look for?
- What have you learned from participation in activities outside school?
- How do you work under pressure?
- Describe your ideal job.
- Why did you decide to seek a position with this business and what do you know about us?
- What major problems have you encountered and how did you deal with it?

Questions Often Asked By Applicants

- What are the career opportunities for someone entering this position?
- What kind of orientation and training is available to new employees?
- Is there an opportunity to transfer from one job to another?
- What are the prospects for promotion in the future? What are some of the qualities or accomplishments you would consider important for promotion?
- Is continuing education encouraged?
- What are your expectations of the person in this position?
- Generally, what percentage of time will be devoted to each of my responsibilities?





TASK SIX: THE ACTUAL INTERVIEW

Please find below the Interview Evaluation. Look carefully at this before the scheduled Interview. The interview will be conducted by teleconference, or by phone depending on your network capabilities. This means some of the criteria will not apply.

MOCK INTERVIEW EVALUATION

INTERVIEWER: _____

STUDENT: _____

DATE OF INTERVIEW: _____

Rate the student interviewee on a scale of 1 (lowest) to 5 (highest) in the following areas of interviewing skill.

NONVERBAL BEHAVIORS

1. Dressed appropriately	1	2	3	4	5
2. Firmly shook hands of interviewer before and after	1	2	3	4	5
3. Maintained eye contact with interviewer	1	2	3	4	5
4. Maintained good posture	1	2	3	4	5
5. Did not fidget	1	2	3	4	5
6. Used hands for emphasis where appropriate	1	2	3	4	5

VERBAL BEHAVIORS

1. Listened closely to questions	1	2	3	4	5
2. Answered questions completely, yet briefly	1	2	3	4	5
3. Greeted interviewer by name	1	2	3	4	5
4. Thanked interviewer	1	2	3	4	5
5. Emphasised qualifications	1	2	3	4	5
6. Pointed out work-related skills	1	2	3	4	5
7. Displayed enthusiasm	1	2	3	4	5
8. Focused on strengths; avoided weaknesses	1	2	3	4	5
9. Acted in a polite manner	1	2	3	4	5
10. Stayed calm	1	2	3	4	5
11. Responded to questions promptly, but not hurriedly	1	2	3	4	5
12. Knows when a decision will be made	1	2	3	4	5
13. Asked appropriate questions of the interviewer	1	2	3	4	5
14. Spoke clearly and at a reasonable volume	1	2	3	4	5
15. Demonstrated knowledge of the field/company	1	2	3	4	5
16. Avoided use of phrases such as "um" & "you"	1	2	3	4	5
17. Stated career goal(s) and related it to position	1	2	3	4	5

COMMENTS



TASK SEVEN: SELF EVALUATION

Complete the Self Evaluation following the Interview

Name:

Interview Date:

1. Did I have the necessary materials with me? Yes /No
 - (a) Writing materials
 - (b) Personal information package containing documents such as resume, transcript, reference letters, or list of references
2. Was I dressed in professional, business attire? Yes/No
3. Did I arrive on time? Yes/No
4. Was I courteous to everyone I encountered? Yes/No
5. Did I know the interviewer's name and use it correctly? Yes/No
6. Did I give positive signals about my interest in the position? Yes/No
 - (a) Did I show interest, eagerness, and enthusiasm in my body language by sitting up and leaning forward? Yes/No Task On
 - (b) Was my tone of voice pleasant and easy for the interviewer to hear? Yes/No
 - (c) Did I look at the interviewer, both when speaking and when being spoken to? Yes/No
 - (d) Did I fidget or appear nervous? Yes/ No
 - (e) Did I show that I was listening by answering the questions that were asked? Yes/ No
 - (f) Did I control my annoyance when dealing with irrelevant questions or interruptions? Yes/No
7. Did I answer all the questions put to me adequately? Yes/No
8. Did I demonstrate my qualifications in the areas of:
 - Educational background Yes/No
 - Work experience Yes/ No
 - Accomplishments Yes/No
 - Career plans and goals Yes/No
 - Knowledge of the company Yes/ No
 - Knowledge of the job in question Yes/No
9. Did I answer all the questions honestly? Yes/ No
10. Did I convince the interviewer that I was qualified? Yes/ No





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11. Which questions did I have the most difficulty answering adequately?

12. Did I ask relevant questions when given the opportunity to do so? Yes/ No

13. What were my greatest strengths in the interview?

14. What were my greatest areas of weakness?

15. Did the interviewer do a good job working with me? If no, what went wrong?

16. How would I assess my overall performance?

Poor ____ Adequate ____ Good ____ Excellent ____

17. How could I have improved this interview?

Am I CAREER READY? Yes ____ No ____



Job Advertisement

Advertisement number: 20040101

Administrative Clerk

Terms of Employment: Part-time, Shift, Weekend

Salary: \$10.50 - \$12.00 Hourly depending on experience and qualifications; 15 hours per week

Anticipated Start Day: As soon as possible

Location: Wangaratta (1 vacancy)

Skill Requirements:

Education: Enrolled in Grade 10 or higher

Credentials: Not applicable

Experience: None required

Languages: Speak English, Read English, Write English

Other information: Job includes computer use. Familiarity with MSWord and Excel preferred. Skills needed include: computer and organizational skills. Job duties include: compiling, verifying, recording, authorizing, and issuing applications, contracts, and requisitions, by hand or by computer. Filing, data entry, maintaining inventories, and performing other related clerical duties.

Weekday shifts run 16:00 to 19:00; weekends 9:00 to 17:00

Employer: Smith's Building Supplies

How to apply:

Send résumé and cover letter to:

Ms. K. Moody

Director Human Resources

Business Profile: Building Supply Store

Job Advertisement

Advertisement number: 20040102

Sales

Terms of Employment: Part-time, Shift, Weekend

Salary: \$10.50 - \$12.00 Hourly depending on experience and qualifications; 15 hours per week

Anticipated Start Day: As soon as possible

Location: Wangaratta (1 vacancy)

Skill Requirements:

Education: Enrolled in Grade 10 or higher

Credentials: Not applicable

Experience: None required

Languages: Speak English, Read English, Write English

Other information: Job includes computer use. Familiarity with MS Word and Excel preferred. Job duties include: Assisting customers with purchases of merchandise in person. Providing information/advice on merchandise and setting up lay-away plans. Processing cash, cheques, credit cards, and automatic debit payments. Assisting in the display of merchandise/other activities and maintaining sales records for inventory control Skills used include computer, customer service and teamwork.

Weekday shifts run to 19:00; weekends 9:00 to 17:00.

Employer: Kathy's Clothing

How to apply:

Send résumé and cover letter to:

Ms. K. Bradshaw

Kathy's Clothing

Include the advertisement number on the covering letter

Business Profile: Retail Clothing Store

Job Advertisement

Advertisement number: 20040103

Shelf Stocker

Terms of Employment: Part-time, Shift, Weekend

Salary: \$10.50 - \$12.00 Hourly depending on experience and qualifications; 15 hours per week

Anticipated Start Day: As soon as possible

Location: Wangaratta (1 vacancy)

Skill Requirements:

Education: Enrolled in Grade 10 or higher

Credentials: Not applicable

Experience: None required

Languages: Speak English, Read English, Write English

Other information: Skills required include being in good physical shape, reliability and teamwork. Job duties include: bagging and boxing customers' purchases, carrying purchases to customers' vehicles, pricing items, and stocking shelves/display areas. Assisting management in maintaining records for inventory control and operating computerized inventory control/re-ordering systems. Maintaining cleanliness of store and warehouse.

Weekday shifts run 16:00 to 19:00; weekends 9:00 to 17:00.

Employer: Megafoods

How to apply:

Send résumé and cover letter to:

Mr. Ryan Pearson

Megafoods

Include the advertisement number on the covering letter

Business Profile: Food Store

Job Advertisement

Advertisement number: 20040104

Builder Apprentice

Terms of Employment: Part-time, Shift, Weekend

Salary: \$10.50 - \$12.00 Hourly depending on experience and qualifications; 15 hours per week

Anticipated Start Day: As soon as possible

Location: Wangaratta (1 vacancy) **Skill**

Requirements:

Education: Enrolled in Grade 10 or higher

Credentials: Not applicable

Experience: None required

Languages: Speak English, Read English, Write English

Other information: Job duties include: cleaning, moving, sorting, loading, and unloading materials; oiling and greasing equipment; assisting skilled tradespersons and performing physical and clerical tasks as required. Skills include physical fitness, reliability and problem-solving. Knowledge of machinery and safe work practices desirable.

Weekday shifts run 16:00 to 19:00; weekends 9:00 to 17:00.

Employer: C and C Construction

How to apply:

Send résumé and cover letter to:

Mr. R. Singh

Manager

Human Resources

Include the advertisement number on the covering letter

Business Profile: Trade

Job Advertisement

Advertisement number: 20040105

Cinema Ticket Clerk (NOC: 662)

Terms of Employment: Part-time, Shift, Weekend

Salary: \$10.50 - \$12.00 Hourly depending on experience and qualifications; 15 hours per week

Anticipated Start Day: As soon as possible

Location: Wangaratta (1 vacancy)

Skill Requirements:

Education: Enrolled in Grade 10 or higher

Credentials: Not applicable

Experience: None required

Languages: Speak English, Read English, Write English

Other information: Job includes computer use. Familiarity with MS Word and Excel preferred. Job duties include: General customer service: assisting customers with purchases of tickets in person and processing on-line bookings. Assist in the display and sale of merchandise. Process cash, credit, and debit transactions.

Weekday shifts run 16:00 to 19:00; weekends 13:00 to 21:00.

Employer: Harris Road Cinema

How to apply:

Send résumé and cover letter to:

Mrs. S. Jones

Harris Road Cinemas

Include the advertisement number on the covering letter

Business Profile: Cinema

Job Advertisement

Advertisement number: 20040106

Life Saver

Terms of Employment: Part-time, Shift, Weekend

Salary: \$10.50 - \$12.00 Hourly depending on experience and qualifications; 15 hours per week

Anticipated Start Day: As soon as possible

Location:

Skill Requirements:

Education: Enrolled in Grade 10 or higher

Credentials: Bronze Medallion

Experience: None required

Languages: Speak English, Read English, Write English

Other information: Skills required include: customer relations and teamwork. Job duties required include: Preparation of pool area, monitor of all areas of the aquatic centre, assist in maintaining records. Follow process and policies that ensure the health and safety of visitors. Communicate clearly with those who may be unaware of safety protocols. Maintain cleanliness of changing rooms and pool area

Weekday shifts run 16:00 to 19:00; weekends 9:00 to 17:00.

Employer: Health Club Wangaratta

How to apply:

Send résumé and cover letter to:

Ms. M. Smart

Health Club Wangaratta

Include the advertisement number on the covering letter

Business Profile: Health Club

Job Advertisement

Advertisement number: 20040107

Childcare

Terms of Employment: Part-time, Shift, Weekend

Salary: \$10.50 - \$12.00 Hourly depending on experience and qualifications; 15 hours per week

Anticipated Start Day: As soon as possible

Location: Wangaratta (1 vacancy)

Skill Requirements:

Education: Enrolled in Grade 10 or higher

Credentials: Food Safe preferred

Experience: None required

Languages: Speak English, Read English, Write English

Other information: Skills required include: organization and teamwork. Must be able to work well under pressure in a fast-paced environment. Job duties include:

Planning and preparing activities for children under 5. Assist in setting up, packing up and delivery of activities. Being able to communicate effectively to parents. Good time management.

Weekday shifts run 07:00 to 19:00; weekends 9:00 to 17:00.

Employer: Red Robin Childcare

How to apply:

Send résumé and cover letter to:

Mr. Jeff Rizzo

Red Robin

Include the advertisement number on the covering letter

Business Profile: Child Care