

Interviews: Questions and Responses

General Info about a job application.
Why do you apply for this job?
What do you want from this job?

Advertisements - The Basics

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Job Advertisement

Ask yourself: why do I want to work?

1. Money 2. Fame 3. Fun

The ideal job should give you all three - if none exists, why work?

Read the advertisement carefully to determine -

What do they want?**Direct Requirements**

1. Qualifications
2. Experience
3. Dedicated, responsible person
4. Someone who gets along with others and fits into the company

Indirect Requirements

sex, age, religion (world view), race, health

What do I want?

1. What is the job about? My responsibilities.
2. What position do I get?
3. Where must I work? Work environment.
4. Promotion possibilities?
5. Job security?
6. New experience?
7. Personal growth?
8. Financial
 8. a) Salary
 8. b) Fringe benefits
 - * travel allowance
 - * leave
 - * medical aid
 - * study allowance
 - * housing allowance
 - * 13th cheque
 - * aid for children

Ask yourself:-

1. **Why should they employ me and what can I do to ensure that they employ me?**
2. **Do I really want this job? What are my reasons for wanting this job?**