



Interview: Preparing for a Department Interview

Before attending an interview, we encourage you to research so you feel confident on the day. Knowing the department, reviewing your written application and the Job Description Form (JDF), and planning out the day will help prepare you for interview.

Plan and Prepare

How to Prepare: Knowing about the team you are applying for, and the work they do, will help you prepare answers to possible interview questions. Familiarising yourself with the job, as well as the overall values of the Department of Justice can:

- Give you an indication of what information will be covered at interview.
- Help you prepare responses to interview questions.
- Allow you to create some of your own questions for the panel to answer.

These Department of Justice webpages can assist with this preparation:

- [About the Department of Justice](#)
- [Work for us at the Department of Justice](#)
- [Department of Justice Organisational Structure](#)
- [Aboriginal Workforce Development](#)

Looking at the JDF to review role specific responsibilities, job criteria and special requirements can assist you to prepare examples from your previous experience and education to recall at interview.

Interview Tip: Any forms provided to you during the interview will likely be collected at the end. If you would prefer the panel not see your notes, we suggest utilising your own notepad to prepare. This is particularly useful if you might write the names of people or workplaces to prompt your responses.

When to get There: Interviews run on strict timeframes. Given this, we suggest reviewing your interview date and time and your travel plans. Look into any traffic and public transport constraints:

- Do you need to place reminders in your calendar or phone before the interview?
Arriving on time, or ahead of time, will help you feel better and less nervous.
- Is there anything conflicting with my interview time? If it does, we encourage you to reach out to the contact person to discuss alternative arrangements.

- Do you know how to find the building you will be interviewed in? Google maps can assist you to identify where to go and what to look for- as some facilities have multiple buildings or locations.

What to Wear: Unless provided specific instructions on what to wear, it is recommended you attend in tidy business attire that is comfortable and clean. Ensuring you are neatly groomed and paying attention to hygiene will assist you to make a positive first impression on those conducting the interview.

Accessibility

Applicants with disability requiring adjustment or accessibility requirements at any stage of the selection process can contact the hiring manager as listed under the 'Further Information' section or contact WorkforceDiversity@justice.wa.gov.au or call (08) 9264 1700 to for a confidential discussion.

Need Help?

Jobs and Skills Centres are Western Australia's fee-free, one-stop shop for careers, training and employment advice, information and assistance. They can assist you with your resume, application, cover letter and interview advice, ensuring you put your best foot forward.

Jobs and Skills Centres are located in metropolitan and regional areas. Check out your local Centre by visiting their [website](#).

Interview Tip: If you would like help preparing for interview, we would encourage you to book in to see your local Jobs & Skills Centre. Once you have identified a position you would like to apply for, it is recommended you attend your appointment with the JDF and a copy of your criteria documents and resume.

If you require any further information or assistance, please contact Aboriginal Workforce Development.

Phone: (08) 9264 1700 or email: AboriginalWorkforceDevelopment@justice.wa.gov.au.