

Preparing for an interview

The interviewer is keen to appoint a new person. From the moment you meet the interviewer he / she will be evaluating you.

Be prepared

- Know exactly where and when the interview is, how long it will take to get there, how you will get there, if by car; where you will park
- Arrive 10 minutes early
- Take additional copies of your resume and supporting documentation
- Review the advertisement, selection criteria prior to the interview
- Research the background and history of the tennis club/centre
- Plan (see below for ways to plan for the interview)
- Dress appropriately

Planning for the interview

- Know yourself – you must be able to answer questions about your personality, what you like or dislike and why. Equally essential is to know what you want and why this particular job fits in with your plan.
- Know the job– research information about the club/centre, ie number of members, competitions, other programs etc
- Prepare answers to possible questions you may get asked and plan some questions to ask the interview panel

Questions interviewers ask

- Q Tell me about yourself
- Q Why did you apply for this position?
- Q What do you know and what do you like about our tennis club/centre?
- Q Why should we employ you?
- Q Where do you see yourself / want to be in 3-5 years?
- Q What have been your biggest successes and failures in previous roles?
- Q What would you bring to this position?
- Q What are your strengths and weaknesses?

At the interview

- Greet the interviewer by name
- Shake hands firmly and ensure good eye contact
- Use each answer as an opportunity to showcase your full potential

Tennis Australia Coach Membership has developed a templates to assist Tennis Australia coach members apply for new positions. There are other documents which may assist when applying for a new position, including: *Create a letter of application*, *Need to update your resume?* *generic resume templates* and more. Go to tennis.com.au/your-coach for these resources.