**Step 7: Prepare for tests**

You may be tested on your skills (writing, customer service, typing) or your personality when you go to an interview.

Get prepared by practising mock tests. Practice tests can be found online.

**Step 8: Attend interviews**

Congratulate yourself when you're offered an interview. Now it’s up to you to make a great impression and get that job.

* First impressions do count, so make sure you wear something that’s smart, simple and looks professional.
* Work out how you’ll get to the interview, and how long it’ll take you to get there so you're not late.
* Be confident when answering interview questions and speak clearly.
* Keep it positive by not criticising previous employers.
* Be ready to give examples from your previous experience that demonstrate your knowledge and skills.
* [Tips for answering interview questions](https://www.careers.govt.nz/job-hunting/interviews/tips-for-answering-interview-questions/)

**Step 9: Choose your referees**

Employers usually ask you for at least two referees – people they can call to check your work experience and find out whether you will fit into their organisation.

Choose referees who are reliable and professional, and easy to contact. They should be able to talk about work you have done and how you do it. The best referee options are your manager or supervisor, but your coach, community leader or course tutor are good if you have limited work experience.

**Step 10: Getting a job offer**

Being offered a job is exciting. Although it’s natural to want to accept it straight away, take the time to consider the offer because your reputation could be at stake if you back out later.

Before you accept the offer, ask to look over the employment agreement and make sure you understand it, or get advice on its fairness before signing it.

Think about whether the employment agreement covers important things such as flexible working hours and the opportunity to learn new skills. If you're not completely happy, it could be worth trying to negotiate on pay, leave or training before you sign the contract.

* [Job offers and employment agreements](https://www.careers.govt.nz/job-hunting/got-a-job-offer/job-offers-and-employment-agreements/)

Find out more

* [How to get ideas for your career](https://www.careers.govt.nz/plan-your-career/get-ideas-for-your-career/how-to-get-ideas-for-your-career/)
* [The beginner's guide to job hunting ebook](https://www.careers.govt.nz/job-hunting/finding-work/the-beginners-guide-to-job-hunting-ebook/)