



## **NORF'K CIRCA INC**

*A community/government partnership for  
the betterment of all in Norfolk Island*

*Patron: Her Excellency Ms Quentin Bryce AC  
Governor-General of the Commonwealth of Australia*

### **MEDIA RELEASE: Free seminar on job interview skills**

Are you applying for jobs and would you like to improve your performance at employment interviews? As part of its community resourcing and education programmes, Norf'k Community Information & Resources Cooperative Association (CIRCA) is offering a free seminar on job interview skills on Tuesday 6th October commencing from 5.30 p.m. at the Community Information Centre - opposite Borry's garage on Taylors Road.

Human Resources specialist Nicola Kennedy will present a session on all aspects of employment applications and interviews, including:

- Recruitment and selection processes
- Preparing for an interview
- What to take with you
- Know your qualifications, experience, attitudes and outcomes
- Interview tips
- Addressing all of the selection criteria
- What questions to ask – and much more!

This seminar would be of great value to anyone applying for work in the private or public sectors in Norfolk Island or elsewhere. There is no charge for attendance and course materials, but prior registration is essential. For further information and to register please phone the Community Information Centre any weekday between 9.30 a.m. and 1.00 p.m. on 22447 or email [circa@norfolk.net.nf](mailto:circa@norfolk.net.nf)

Another service from CIRCA – the information resource for everyone in the community!

1 October 2009