Preparing for an Interview

- **Research** the company know the job you'll be interviewing for. You can prepare questions based on your research.

- **Practice** before-hand: do a mock interview to prepare (try your parents!)

- **Prepare** responses to possible questions with concrete examples. Prepare the questions that you want to ask.

- **Understand** what the employer is looking for. Will you show up as scheduled? Are you willing to learn? You need to reassure the employer that you are reliable and capable of learning quickly.

- **Know** the location of the interview and plan your route ahead of time.

- **Allow** ample time and arrive at least 10 minutes early.

- **Bring** additional materials with you: extra resume, list of references, portfolio (transcripts, certificates), a copy of the job posting.
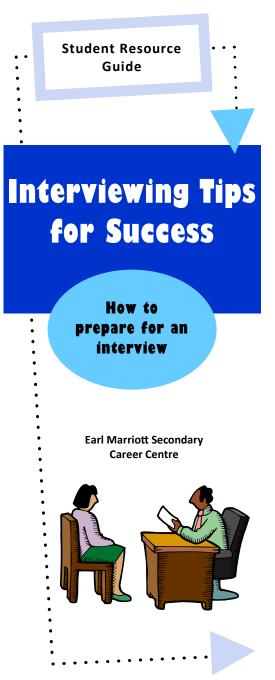
OTHER TIPS:

- Offer a firm handshake

- Make eye contact and smile ☺

- Be aware of your body language: sit forward, stand and walk with confidence, don't fold your arms and keep your hands and legs still

- Be a good listener. Reply to questions with a "yes" or "no" and then explain or elaborate.

- Don't interrupt the interviewer. Wait for openings.

- Never fake it—don't say you understand if you don't. Ask for clarification.

- Show enthusiasm & interest

- Avoid using "pause words" such as "um" and "like"

Don't forget to thank your interviewer for their time.

Close by saying you would welcome the opportunity to work with their team

Interviewing Tips for Success

How to prepare for an interview

Earl Marriott Secondary Career Centre

Adapted by M. Garrett
Created by P. Bruce

Dress to Impress

A traditional, conservative style is usually your best bet:

Get a haircut a few days before

Prepare your outfit the night before: polish your shoes, iron anything that needs pressing, remove any pet hair

Ensure that your fingernails and hair are clean

Use deodorant, but avoid body sprays and perfumes

Don't wear super high heels, flip-flops, or sneakers. Don't wear anything low cut. Go easy on makeup and jewellery

Bring a breath mint with you to ensure you make a good first impression

Answering Questions:

Behaviour-based interview questions are increasing in popularity because they are considered to be valid predictors of on-the-job performance. These questions usually begin with phrases such as:

- Tell me about a time when you..
- Describe a situation in which..
- Recall an instance when..
- Give me an example of…

You need to be prepared with **specific examples** that demonstrate your accomplishments and abilities.

Common questions include:

- Handling an upset customer or difficult co-worker
- Working effectively under pressure
- Solving problems and completing projects on time

Questions YOU can ask

- Can you describe a typical day on the job?
- What are the top priorities for this position in the next few months?
- How soon do you expect to make a hiring decision?

Seven worst things to say in an interview:

- I hated my last boss
- I don't know anything about your company
- I'm going to need to take these days off
- How long until I get a promotion?
- I don't have any weaknesses
- What does the job pay? (wait until you're offered the position!)
- And another thing I hate….

References:

http://jobsearch.about.com/cs/interviews/

http://www.canadajobs.com/