INTERVIEW TIPS

An interview is a two way conversation; a chance for the employer to find out more about your skills, experience, personality and overall fit with their company and an opportunity for you to determine if the job and company align with your interests, skills, and values. Here are some tips to maximize your interview experience:

BEFORE THE INTERVIEW

1. **Research the Company, Position, and Location of Interview:**
   - Find out about the company’s services, key customers, and what they value.
   - Research the specific duties of the position to highlight how your skills match.
   - Find out where the interview will be held and plan how you will get there. Be sure to arrive at least 10-15 minutes early.

2. **Practice and Prepare:**
   - Anticipate **common questions** that may be asked and prepare your answers.
   - Practice your answers with family, friends, and the **Perfect Interview** tool.
   - Prepare a list of questions you want to **ask the employer** about the company or the position.
   - Inform your references of the position you are interviewing for and prepare a reference list with their contact information.
   - Review your interview skills with an **Employment Advisor in the Career Centre**.

3. **Dress Appropriately:**
   - Dress professionally to convey you are a serious candidate. Here is a guide for what you should wear for women and men.
   - Refrain from using strong perfumes and colognes and from smoking before your interview.

DURING THE INTERVIEW

1. **Be Aware of Body Language:**
   - Greet everyone who is interviewing you with a smile and a strong handshake.
   - Watch your own body language; make appropriate eye contact, try not to fidget, sit up straight and project your voice (all of this demonstrates confidence!).

2. **Use the STAR Technique:**
   - When asked a **behavioural question** use the STAR (Situation, Task, Action, Result) technique to answer, i.e. “tell us about a time when you had a conflict with a team member”.
   - Example answer: **(Situation)** “A group member did not do their work on a portion of a project **(Task)**. **(Action)** I spoke directly to the group member, stated the group’s concerns and actively listened to the explanation provided; he was overwhelmed with work and unable to perform his assigned section of project. **(Result)** I determined what the person could complete and divided the remaining work amongst group members to meet the deadline”.

AFTER THE INTERVIEW

Next Steps:

• Ask if there will be a second interview or when you will be notified if you will be hired.
• Ask for a business card and send each interviewer a thank you letter restating your interest in the position and anything you wish to clarify.

ADDITIONAL TIPS

• Allow the interviewer to address job benefits (salary, vacation, health, etc.) first.
• Be kind to everyone you come across while on company premises.
• Speak about your previous employers positively.
• If the employer has not contacted you when they said they would, call to see where they are with the hiring decision.