

JOB INTERVIEW

Key to success



THE CALL

Make sure you collect this information before hanging up:

- Who am I speaking with?
- Who will I be interviewing with? (name and title)
- What will the format be? (panel, one to one, group)
- Where is it located? (address, office number, phone number, parking)
- When? (date and time, duration)
- Why? (position)

BEFORE THE INTERVIEW

“Luck is when preparation meets opportunity”

Seneca





RESEARCH THE EMPLOYER



Interviewers



History.



Mission



Location.



Products and Services



Customers



Competitors



Latest News



Salary



ANALYZE

The Job Description

Know and understand the job responsibilities

- ✓² **Identify the required qualifications**

Have concrete examples of how you have demonstrated that you have the skills and qualifications they are looking for.



PRACTISE

The Interview Questions

Employers want to get answers to three underlying questions:



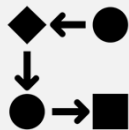
strengths

Can You Do the Job?



motivation

Will you love the job?



Fit

Can We Tolerate Working With You?



PRACTISE

The Interview Questions

Prepare Answers to Standard Questions



Prepare your “30 Second Commercial”



Use STAR Method (Situation-Task-Action-Results) when answering interview questions



Tell a story (If you ask my former boss, she would say ...)



Practice your interview skills in a Mock Interview or record your answers and review them



PREPARE

Questions for the employer

Ask questions to demonstrate your knowledge about the company and determine if it is a good fit for you:

- What qualities are you looking for in the person you are hoping to hire?
- What scope is there for personal development at your company?
- If I am hired, how would my performance be evaluated?

CREATE

A list of talking points



Write down a list of things that you want to make sure that you bring up in the interview.

PRINT

Resume

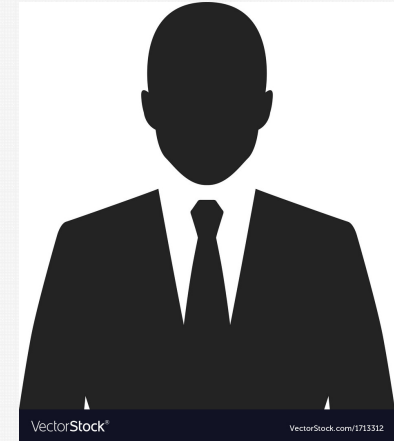


Print several copies of your resume on nice resume paper and have them in a portfolio or folder with a note pad.

DRESS

Business Professional

MEN



- Conservative Two-piece Suit in neutral colour such as navy, grey or black
- White or light coloured long sleeve dress shirt
- Coordinating tie with a simple pattern or solid colour
- Comfortable, polished dress shoes

DRESS

Business Professional

WOMEN



- Conservative Two-piece Suit (Knee-length Skirt or Pants)
- Neutral color such as navy, gray or black
- White or light coloured blouse (not low cut or sheer)
- Comfortable, polished dress shoes with low heel and closed toe
- Natural tone or sheet black tights

GROOM

Yourself

Hair

Men

- Fresh haircut or neatly trimmed
- No facial hair or neatly trimmed

Women

Hair neatly styled, out of the face

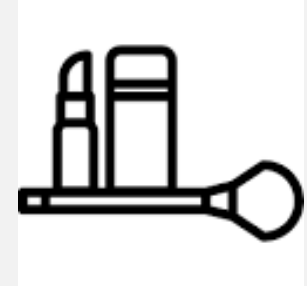


GROOM

Yourself

Make-up, Jewellery, Fingernails

- Natural looking subtle make-up
- Avoid flashy & distracting accessories
- Neat, clean, and trimmed fingernails
- Natural or neutral nail colour

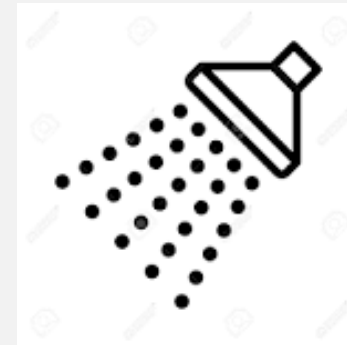


GROOM

Yourself

Personal Hygiene

- Brushed and fresh breath
- Freshly showered
- Use deodorant
- Little to none perfume/cologne

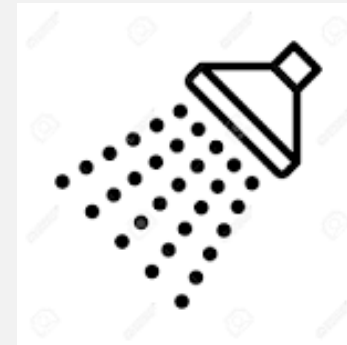


GROOM

Yourself

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DURING THE INTERVIEW

"Talent will get you in the door, but character will keep you in the room."



ARRIVE EARLY



ARRIVE THE INTERVIEW 5-215 MINUTES EARLY

- Google Maps address (double check it with GPS and Apple Maps)
- Know how long it takes to get there
- If possible do the route in advance and scope out the location for parking or bus station and building location .

ACT

Professionally



Turn phone off



Have Portfolio or folder with copies of your resume



Maintain eye contact



Relax, Breath and Smile

HANDSHAKE

Nice and Firm



BUILD Rapport



Establish small talk with your interviewer(s)

Small talk allows the interviewer to get a better feel for your personality

Ask questions such as how he/she came to work for the company

Comment on any family photos showing children or locations that may relate you

HAVE

A Conversation



Be **concise** in your answers

Give concrete examples of your **skills and qualifications**

Open up and **be yourself**

Show passion, enthusiasm and confidence

Follow the lead of the interview

Never scorn a former employer or colleague

BE AWARE

Of Nonverbal Communication



- Keep both feet on the floor and sit up straight
- Sit still and do not shake legs
- Rest your hands on your knees until you need to make a gesture
- Lean a bit forward when sitting

- Do not cross your arms
- Do not crack your knuckles
- Do not put your hands in the pockets
- Do not invade the interviewer's space

ASK

Questions



Asking questions to the interviewer shows interest.

Inquire about the work environment, training and supervision, and professional development opportunities

Ask what is the next step in the hiring process or when should you expect to hear back from them



Don't say I don't have any questions
Don't ask about salary or benefits

COLLECT

Business cards



Get Business Cards from everyone you interview with

Let them know you want the job

AFTER THE INTERVIEW

"If you are persistent, you will get it. If you are consistent, you will keep it."



FOLLOW Up

Send a thank you note within 24-48 hours

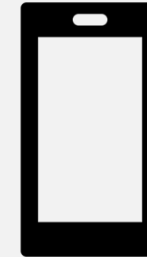
- Re-iterate why you would be the best fit for the job.
- Revisit topics of conversation
- Thank them for the opportunity



Thank
You!

MAKE

A phone call



Send a thank you note within 24-48 hours

If you haven't heard back within the time-frame stated, follow up with a phone call to check on the status of your application.

EVALUATE

Your performance



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Reflect on how you did and revise your answers for future interviews

- How well did I present my qualifications?
- Were my examples clear?
- How can I improve my performance?

JOB INTERVIEW

