

## STAND OUT AT INTERVIEWS & NETWORKING EVENTS

### Interview Skills Tip Sheet

#### Steps To Take When Preparing For An Interview

- Ask yourself, what does the job involve?
- Research the organization (information may include the history and mission of the company)
- Review the job description and desired characteristics
- Communicate what is unique about you
- Know how you 'fit' i.e. the key skills and qualifications that make you great for the job
- Review your resumé and application
- Anticipate questions and think about possible answers
- Think of examples (or bring samples) to prove all of your skills and qualifications

#### Possible Questions To Ask When You Are Called For An Interview

- Length of the interview
- Who will be involved in the interview?
- Interview format
- Will there be a test component? (e.g. technical interview, typing test, written test etc.)

#### Answering Questions

- Try to identify the intention behind the questions before answering
- Think first, answer second; clarify if needed
- Answer concisely and keep focused; respond with a logical flow of information
- Target your answer for the job you are applying and provide specific examples to add context
- Avoid giving negative information when possible; minimize negative aspects if directly asked
- Answer honestly; never lie or stretch the truth in an interview

#### Answering Behavioural Questions

- Use this simple formula: Situation + Task + Actions + Result

#### Follow Up Letters

- One page thanking interviewer for the interview; an e-mail is acceptable
- Briefly highlight your suitability for the position or add any important afterthoughts
- Ideally, use a different letter for each interviewer and try to personalize it
- Should be sent within 24 hours of an interview

# Career Centre

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## Calls

- If no word, phone the person who interviewed you to follow up and express interest

## The Day of the Interview

- Dress appropriately for the job (one notch above everyday attire for that job)
- Relax and have a positive attitude; avoid negative body language
- Show your interest/enthusiasm when answering questions
- Arrive 10 - 15 minutes early
- Be professional with all staff as soon as you are on the premises
- First impressions count. Don't forget to greet everyone with a smile!