



# *Interview Prep*

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## **BEFORE:**

- FIRST IMPRESSIONS ARE CRUCIAL, so preparation is essential. You want to be calm and confident during the interview. A little “homework” can make the difference.
- DRESS WELL! Presentation counts, so plan your outfit. Clothing should be neat, clean and appropriate for the position. Dress at least a step above how you would if you had the job.
- LEARN about the employer. Do you want to work for this company? If yes, show your interest. Find out about the career field, the employer and the job description.
- THINK of questions you may be asked and practice with a friend.
- KNOW the name and address of the interviewer. Plan your route.
- BRING a folder containing
  - an extra copy of your resume
  - a list of your references and or reference letters
  - paper and pen for notes
  - company information and a list of questions you have prepared

## **ARRIVAL:**

- Go alone to the interview.
- Arrive early – about 10 minutes before the scheduled time.
- Be friendly and business like with everyone you meet.

## **DURING:**

- ATTITUDE IS EVERYTHING! Be enthusiastic, energetic and confident. A good attitude can make up for a lack of experience.
- Greet the interviewer and introduce yourself. Use his/her name during the interview.
- Be ready to shake hands. Put your coat, bag, etc. over your left shoulder or arm.
- Follow the lead of the interviewer and stay on topic.
- If you don’t understand a question, it is acceptable to ask the interviewer to repeat it.
- Be attentive to body language. Maintain eye contact and good posture.
- At the end of the interview, thank the interviewer. If you do not already know, confirm the date they will contact you with the outcome.

## **AFTER:**

- Send a thank you letter to show your interest in the position.
- Contact the employer if you have not heard by the set date.

## TYPICAL INTERVIEW QUESTIONS

**ANSWER ANY FIVE QUESTIONS from the list below as you would during an interview. Include the selected questions with your answers.**

Strategy for answering questions: Always be positive – ATTITUDE makes a difference!!

- If you answer YES to a question, provide supporting examples.
- If you answer NO, turn the question around by stressing what you can do and what you are willing and able to learn.
- Keep your answers focussed and directed on the questions asked and the job for which you are applying.

1. Tell us about yourself.
2. Why are you interested in our organization?
3. Describe your ideal job.
4. Why should we hire you?
5. What do you know about our company/product/service?
6. Where do you see yourself in five years?
7. What skills do you have that are relevant to this position?
8. What did you enjoy most/least about your last job?
9. Have you ever quit a job? Why?
10. How would a previous employer describe you?
11. What are your greatest strengths?
12. What are your weaknesses?
13. Do you prefer working on your own or under supervision?
14. In your opinion, what contributes to successful teamwork?
15. Describe a situation where you were in conflict with a co-worker/fellow student or teacher and how you dealt with the conflict.
16. Tell us how you deal with stress.
17. Have you ever worked to a deadline?
18. How do you feel about working overtime/weekends/evenings?
19. Do you/did you participate in school/extra-curricular activities?
20. Do you have any volunteer experience?
21. What accomplishment are you most proud of in your life?
22. What are you studying?
23. What classes do you prefer/dislike? Why?
24. Are you planning to continue your education?
25. Tell us your plans for after graduation.
26. Do you have any computer experience?
27. Do you have public speaking experience?
28. What other jobs are you considering?
29. What interests you most/least about this position?
30. What wage do you expect?
31. Do you have any references? May I contact them?
32. Do you have any questions?
  - What responsibilities would I have?
  - Do you offer a training program for new employees?
  - What characteristics/qualifications are you looking for in an employee?