

Preparing for the Interview

You Get 30 Seconds to Make a Positive Impression!

Before the Interview:

- Arrange a **reliable ride** to the interview. If using public transportation, plan out your route in advance.
- Know the **location**, parking, and transportation - if possible drive by the place of the interview to see exactly where the interview is, how long it takes to get there, and where parking is available. You don't want to be late!
- If needed, arrange for childcare right away.
- Carefully examine the posted job description for the qualifications, qualities, and background the employer is looking for.
- Consider why you are interviewing and your qualifications. Why are you the best person for the role?
- **Research** the company to show knowledge of what it does, produces, and services offered.
- Plan and rehearse answers to potential interview questions. Refer to Interview Question Handout.
- Think about any training, skills, and experience you have related to the position to be ready to answer questions. Refer to **S.T.A.R.** Handout.
- Have **extra copies** of resume, letters of recommendation, relevant certificates, diplomas, and references. Also prepare a list of questions to ask the employer
- Take a pen and paper to take notes. Have a folder to carry your items.
- Carefully groom and dress in a clean, neat outfit. The first judgment an interviewer makes will be based on how you look and what you are wearing.
- Do not smoke before the interview; smell can be a major turn off.
- Do not chew gum in the interview but do ensure you have fresh clean breath.
- Do not wear cologne or perfume due to possible allergies.
- Arrive for the interview 10-15 minutes early.
- Put away cell phone - turn it off to reduce distractions and interruptions.
- Watch your waiting room behaviour. The receptionist's opinion matters. Be **polite and friendly**.

During the Interview:

- Smile and look happy to be there when introduced to the interviewer(s). Be ready for a friendly greeting.
- Sit up straight, do not slouch, avoid fidgeting, and crossing arms - remember body language.
- Maintain eye contact when answering questions and give equal attention to each interviewer (if there is more than one person).

Closing The Interview and Follow-up:

- Thank the interviewer(s) by name.
- Briefly summarize the key points you want them to remember. If you are interested in the job, say so!
- It is polite to take the time to say thank you after a job interview - consider sending a thank you note, letter, or email after an interview.
- Write notes about the interview while it is still fresh in your mind. What went well and areas you struggled.

