

# Interviews Quick Guide

## Preparation

- Research the company, know what their products are, who their customers or clients are and what position you are going to be holding
- Bring a copy of the resume and cover letter that you submitted and a copy of your references
- Arrive 10 –15 minutes early
- Rehearse the interview with a friend, family member, counsellor, be prepared with answers to common questions

## Appearance

- First impressions are important, you are being judged by employers from the minute you walk in the door
- Make sure you are:
  - Groomed (showered, shaved)
  - Dressed professionally, neat and tidy
  - Be aware of nervous tics and keep them under control

## Common Questions

- Tell me a little about yourself?
- Why do you want to work here?
- What is your greatest strength /weakness?
- What skills will you bring to this position/company?
- What would you do in “**THIS**” situation? (ie. conflict with co-worker or dealing with an angry customer)
- How would your previous supervisor/manager/teacher describe you?
- What hours are you available to work? Do you have a flexible schedule?

## Answering questions

- Never lie, this can come back to haunt you in the future, and gives the employers grounds for firing you
- Understand what is being asked, ask for clarification if needed
- Take your time to think about your answer, don't blurt out the first thing that comes to mind
- Give real life examples of how you have used your skills in the past, including experience from work, volunteer and education

## End of the Interview

- Be prepared with some questions that you can ask the employer
- Express interest in the position and thank the interviewer for their time
- End your interview with a smile and handshake
- Send a thank you letter/email/phone call to the employer the next day

Follow up in approximately 1-2 weeks, or if the employer has indicated a date that they would contact you by.

