

## Preparing for an Interview

- Research the company and prepare questions based on your research
- Practice before-hand: do a mock interview to prepare (try with your parents!)
- Prepare responses to possible questions with concrete examples
- Prepare the questions that you want to ask
- Know the location of the interview and plan your route ahead of time
- Allow ample time and arrive at least 10 minutes early
- Bring additional materials with you: extra resume, list of references, portfolio (transcripts, certificates)

## OTHER TIPS:

- If your interviewer extends his or her hand in greeting, give a firm handshake
- Make eye contact and smile
- Be aware of your body language: sit straight, stand and walk with confidence, lean forward toward the interviewer
- Be a good listener. Answer what's asked in a brief but effective manner
- Don't be afraid to ask for clarification if you aren't sure about the question
- Show enthusiasm and interest

*Don't forget to thank your interviewer for their time.*

*Close by saying you would welcome the opportunity to work with their team.*

Student Resource Guide

## Interviewing Tips for Success

### How to Prepare for an Interview

Queen Elizabeth  
Career Centre



## Dress to Impress

A traditional, conservative style is usually your best bet:

Get a haircut a few days before

Prepare your outfit the night before: polish your shoes, iron anything that needs pressing, remove any pet hair

Ensure that your fingernails and hair are clean



Use deodorant, but avoid body sprays and perfumes

Don't wear super high heels, flip-flops, or sneakers. Don't wear anything low cut. Go easy on makeup and jewelry

Bring a breath mint with you to ensure you make a good first impression

## Answering Questions:

Behaviour-based interview questions are increasing in popularity because they are considered to be valid predictors of on-the-job performance. These questions usually begin with phrases such as:

- Tell me about a time when you...
- Describe a situation in which...
- Recall an instance when...
- Give me an example of...

You need to be prepared with **specific examples** that demonstrate your accomplishments and abilities.

### Common questions include:

- Handling an upset customer or difficult co-worker
- Working effectively under pressure
- Solving problems and completing projects on time

### Questions YOU can ask:

- Can you describe a typical day on the job?
- What are the top priorities for this position in the next few months?
- How soon do you expect to making a hiring decision?

## Seven Worst Things to Say in an Interview:

- 1) I'm going to need to take these days off
- 2) How long until I get a promotion?
- 3) I don't have any weaknesses
- 4) What does the job pay? (wait until you're offered the position!)
- 5) And another thing I hate...
- 6) I hated my last boss
- 7) I don't know anything about your company



### REFERENCES:

[www.canadajobs.com/](http://www.canadajobs.com/)  
[www.thebalancecareers.com/job-interviews-4161912](http://www.thebalancecareers.com/job-interviews-4161912)