

Preparing for an interview

DIFFERENT STYLES OF INTERVIEWS

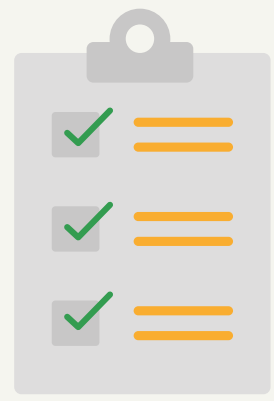


An interview can be a simple, informal meeting between you and your potential employer, or it can be a formal interview between you and a group of people with set questions.

There are 4 steps to follow for successful interview:

STEP 1) PLANNING

When you prepare for an interview, plan and rehearse answers to potential interview questions. Including research on the potential employer/organization. It may be useful to memorize your training, skills and experience, and be ready to answer questions on what you did and how you did it.



STEP 2) INTERVIEW MATERIAL

Have at your disposal: a copy of your résumé, reference list, letter of recommendations, pen and paper to write down any important information.



STEP 3) INTERVIEW TIPS

- Greet the interviewer, introduce yourself and smile.
- Make eye contact, or look into the camera often (gives the illusion of eye contact).
- Answer the questions in a firm, clear, confident voice.
- Ask for clarification if you don't understand a question.
- Ask questions you have about the organization (reverse interview) and when can you expect to hear back from them.



STEP 4) AFTER THE INTERVIEW

- Thank the interviewers. Restate your interest in the job.
- If the timeframe to hear back has passed, follow-up.
- If you did not get the job ask for feedback.
 - Can you take a moment to tell me what would have made me a better candidate for the position?
- Be professional and polite. You never know when the employer may be hiring again.



SOURCE:

<https://www.jobbank.gc.ca/findajob/resources/prepare-for-interview>