

Interview Tips

1. Research the company

It is very important to research the company before you go to an interview. By learning as much as you can about a company's services, products, customers and competition, it will give you an edge in understanding the company's needs. It will also show the interviewer that you are prepared and have shown a genuine interest in their company.

2. Dress for success

The first impression you make on an employer can be a lasting impression. This can make a big difference and avoid negative judgment. Look professional and well groomed. If possible find out about the company's dress code in advance. The general rule is to dress one step up from the company dress code

3. Be prepared

Being prepared not only gives the employer a good impression but also helps you in dealing with any nervousness about the interview. Make sure you come equipped with the proper resources and information including; how to get there, travel time, company knowledge, resume, references and questions.

4. Be on time

Never arrive late to an interview. Make sure you know where you are going in advance and allow extra time in case you get lost or there are issues with parking. It is always good to arrive to an interview at least 10-15 minutes early.

5. Show enthusiasm

It is important to show the employer that you are interested in the position. Be positive, give a firm handshake (this demonstrates confidence) and speak in a self-assured, confident manner.

6. Be aware of your body language

Your body language communicates a lot about your personality to a potential employer. Your body language should demonstrate confidence and enthusiasm; sitting up straight, making eye contact and a firm handshake are a few examples of body language that will increase your chances of being successful during the interview.

7. Listen and answer the questions asked

Make sure you are not only listening but also reading between the lines. Sometimes it is important to understand the underlying reasons for the questions. If you feel that you have not heard or understood the question, ask for clarification. It is better to ask for clarification than to answer the question improperly.

8. Give specific examples of your experiences

Prepare and practice telling stories/examples about your previous experiences (work, volunteer and/or education related) before the interview. These examples will prepare you to answer behavioural interview questions which ask you to share evidence of your skills and experiences.

9. Prepare questions to ask in advance

At the end of the interview it is very common for the interviewers to give you the opportunity to ask them questions. It is important to prepare questions in advance to ask the interviewers. This is a great opportunity to find out valuable information about the position, the company and to demonstrate your knowledge of the field of work. Make sure that none of the questions you ask have been answered already during the interview or can be found on the company website.

10. Follow-up

Whether you send a thank you note to the interviewers by email or regular mail, it demonstrates your interest in the position. It also gives you an opportunity to remind the interviewer of the skills and experiences that you can bring to the position. If you missed saying something during the interview, following up also gives you the chance to bring up any missed points. Showing interest and thanking the employer are great ways to continue to market your suitability for the position.