

Interview

The purpose of an Interview:

An interview is a two way street. It provides the potential employee an opportunity to learn about the position and company. In addition, it provides the employer an opportunity to learn more about potential candidates, their personalities and attitudes.

Preparing for the Interview:

Know Yourself

Know the Company/Organization

First Impressions (be prepared, honest and act the part)

Prepare by Practicing – [Interview Question Worksheet](#) and ask someone to do a mock interview to assist you

[Interview Do's and Don'ts](#)

For more information

Job Search Online

<http://www.jobsearchonline.bc.ca/Interviews/interviews.htm>

Interview Preparation Question Worksheet

Instructions: Prepare yourself for the interview by going over potential questions that employers will ask.

1. What are your career and/or educational goals?
2. Why do you want this job?
3. What do you want to accomplish/learn in the position?
4. What skills or experiences do you have that would help you in this job?
5. What are your greatest strengths? Explain.
6. What are your weaknesses? Or What are some areas you see yourself wanting to improve?
(Always be prepared to turn a weakness into a positive – ex: if you don't like public speaking you can state that it is a weakness but that you are practicing at school in class and are thinking of joining a toast masters program)
7. Where have you worked previously? What skills did you learn?
8. What leisure time activities do you enjoy? Describe your participation in each.
9. Tell me about yourself?
10. Tell me about a goal you had set and how you went about reaching it.
11. If you had a difficult decision to make, how do you go about making it?
12. What were your most rewarding experiences in school?
13. Do you have any questions?
 - a. make sure you have a few questions to ask about the position or the company
 - b. What are the main duties of this position?
 - c. Who are the people I would be working with?
 - d. What hours are expected?
 - e. Is their safety training?

Interview Do's and Don'ts

INTERVIEW DO'S

1. Dress appropriately and be well groomed.
2. Know where you're going and allow extra time to get there early.
3. Research the company and know what they do, also prepare some questions for the end of the interview.
4. Know your strengths and weaknesses.
5. Have extra copies of necessary papers (extra cover letter and resume for the interviewer and yourself) and bring a pen so that you can fill out any forms or take notes.
6. Have a positive attitude.
7. Be aware of your body language.
8. Be honest, professional, courteous and respectful.
9. Exhibit poise, self-control, and confidence (believe in yourself).
10. Try to overcome nervousness and be calm.
11. Act naturally and maintain eye contact.
12. Be pleasant and friendly.
13. Thank the employer for the opportunity and have a firm handshake.
14. Listen very carefully and speak clearly (avoid one-word answers).
15. Appear genuinely interested.
16. Focus on the job and on your positive qualities.
17. Listen carefully to the interview so that you understand the questions.
18. Prepare relevant questions that you will ask the interviewer.
19. Remember to smile!
20. Thank the interviewer for his or her time as you leave, holding out your hand for a handshake.
21. Send a thank-you note after the interview.

INTERVIEW DON'TS

1. Don't bring other people to the interview.
2. Don't be late.
3. Don't come unprepared.
4. Don't chew gum or smoke before or during your interview.
5. Don't fidget your hands or an object.
6. Don't lounge in your chair.
7. Don't interrupt the interviewer while she or he is talking.
8. Don't criticize former employers.
9. Don't mention personal, domestic or financial problems.
10. Don't be too critical of yourself, apologize for your weakness or blame others for them.
11. Don't appear overanxious.
12. Don't use negative body language.
13. Don't limit your time for the interview.
14. Don't talk too much.
15. Don't be overconfident.
16. Don't be impatient.