

HOW TO PREPARE FOR A JOB INTERVIEW

Now that you've landed a job interview, you can increase your chances of getting hired by following some of these important steps:

BEFORE THE INTERVIEW

1. **Do some background research** on the organization or business offering you the interview. What is their mandate or goals? Who are their clients? Most businesses will list this information on their company website. Understanding what an organization stands for is an important first step to getting hired.
2. **Review the job posting.** Do you understand what qualifications the job requires? What activities would you take on if you got the job? If you have relevant experience or achievements the employer should know about, make a list to share during your interview.
3. **Consider what questions the employer might ask** during an interview and how you might respond. Why do you want this job? What do you have to offer? What do you see yourself doing five years from now? Practising your answers ahead of time will help you think carefully about what you want to say.
4. **Consider what questions you can ask the employer.** Most interviewers will end an interview with the question, "Is there anything you'd like to ask?" That's your chance to find out more about the employer, their ideal candidate, and a typical day on the job. Make a short list of questions and bring it to the interview.
5. **Print off a clean copy of your resume and references.** Although by now you have likely already shared your resume, the employer is likely to ask questions about what you have written. Having a copy on hand will give you something to refer to. And bringing a list of references to an interview is now common practice. Employers expect to consult others you have worked with to hear more about your strengths and experience.

DURING THE INTERVIEW

1. **Dress for success.** Attend your interview in clean, freshly pressed clothes.
2. **Arrive on time** (or five minutes early). Make sure you know where the interview is taking place and how to get there so you are not rushing at the last minute.
3. **Be professional.** Greet your interviewer(s) with a smile and a firm handshake. Make eye contact and speak clearly.
4. **Relax.** Choose the chair offered and sit comfortably and quietly. Avoid fidgeting with your chair, pen, or jewelry, which will distract those present.
5. **Listen carefully.** Respond to each question with relevant information. It's perfectly okay to say, "Can you please repeat the question?" if you lose your way.
6. **Ask questions.** Employers understand that you will want to make sure the job is right for you. If there is anything you want to know about the job, be sure to ask.
7. **Don't take control.** Ask and answer questions politely and carefully, being sure not to take over or change the interview's direction.
8. **Thank the interviewer** for the opportunity to apply for the job when the interview concludes. Shake the employer's hand again, recapping your enthusiasm for the position and the