



Interviews

Being invited for an interview means the employer is already interested in you. Confirm this interest with preparation and performance and enjoy the opportunity to connect.

PREPARATION

Know yourself

Review your resume or covering letter. These are your talking points. Decide what you want the interviewer to remember about you. What are your strong and your weak points? What sets you apart? Write down 10 examples of your highlights, stories that you enjoy that speak the strengths and skills you have developed. Use **Situation, Task, Action, Result** to organize your thoughts.

Know the job

Review the job description, and the competencies needed for the job. Think about your examples that demonstrate you have those skills and qualities.

Know the organization

Visit the organization's website, Facebook or LinkedIn page. Find out what people are saying about them at Glassdoor.com. Talk to contacts on LinkedIn that have experience in the company or might know other contacts who do. Find what you have in common, an answer for 'why are you interested in us?' in the interview. Read up on news about the company.

Know the details

Check the time of the interview, the date, the location and the name and job title of the interviewer(s). Take the email inviting you to interview along with you. Have the phone number available in case anything goes wrong or you are delayed. Bring copies of your resume.

Make sure you know how to get there and how long it will take. It's always a good idea to think about alternative routes in case of travel issues.

PERFORMANCE

Interviewers are not just concerned about what answers you give to their questions. There are many factors that they will be taking into consideration, from how you dress to the questions you ask them.

First impressions

Always arrive on time or preferably early. Be aware of your body language (firm handshakes, smile, make eye-contact, be attentive).



Their questions

Prepare and practice your **STAR** examples, **S**ituation, **T**ask, **A**ction Results. Look on Glassdoor.com to find out interview questions other people have been asked. Talk to people in the company if you can to find out their challenges and opportunities.

Prepare to be asked:

Introductory questions to understand your thesis, your elevator pitch, how you stand out, what you have in common with the organization:

1. Tell me about yourself?
2. Why did you apply for this role?
3. Why are you interested in this organization?

Questions that dig into the competencies listed in the job description, find out more about you as a potential colleague:

4. Tell me of a time when you overcame a challenge.
5. When have you experienced difficulty with a colleague?
6. What are your strengths? What are your weaknesses?
7. What is an accomplishment you are proud of? Tell me a time when you failed.
8. When did you handle a high pressure situation successfully?
9. If I asked a previous boss what you needed to work on, what would they say?
10. What really gets on your nerves?
11. What do you most like about this job? What would you find challenging?
12. Why should we hire you?
13. Where do you see yourself in five years?
14. Tell me about your leadership style.
15. What is a time you disagreed with a decision at work?
16. Tell me of a time when you juggled multiple deadlines successfully.

Prepare to ask questions of them:

1. Follow up on any loose ends of the interview
2. Prepare questions that you want to know about the role that shows you are thinking about your first 30 days and beyond.
3. Ask about what has worked last year, what they are working on this year.
4. Have a conversation that shows the colleague you could be.
5. Ask about the next steps.
6. Avoid salary if you can, if pressed, give a range.
7. Find out the contact information so you can send a thank you email, always send one.

Try to relax and be yourself. Speak slowly and clearly. Smile.

Pay careful attention to the interviewer and answer the questions they ask, above all, connect with that person.

Enjoy the conversation and opportunity.