

Interview Tips



Interviews are an opportunity to establish “fit”

- From the employer’s perspective
And
- From the candidate’s perspective

They should be a “Two Way” Conversation

Interview Tips



When You're Invited to Interview

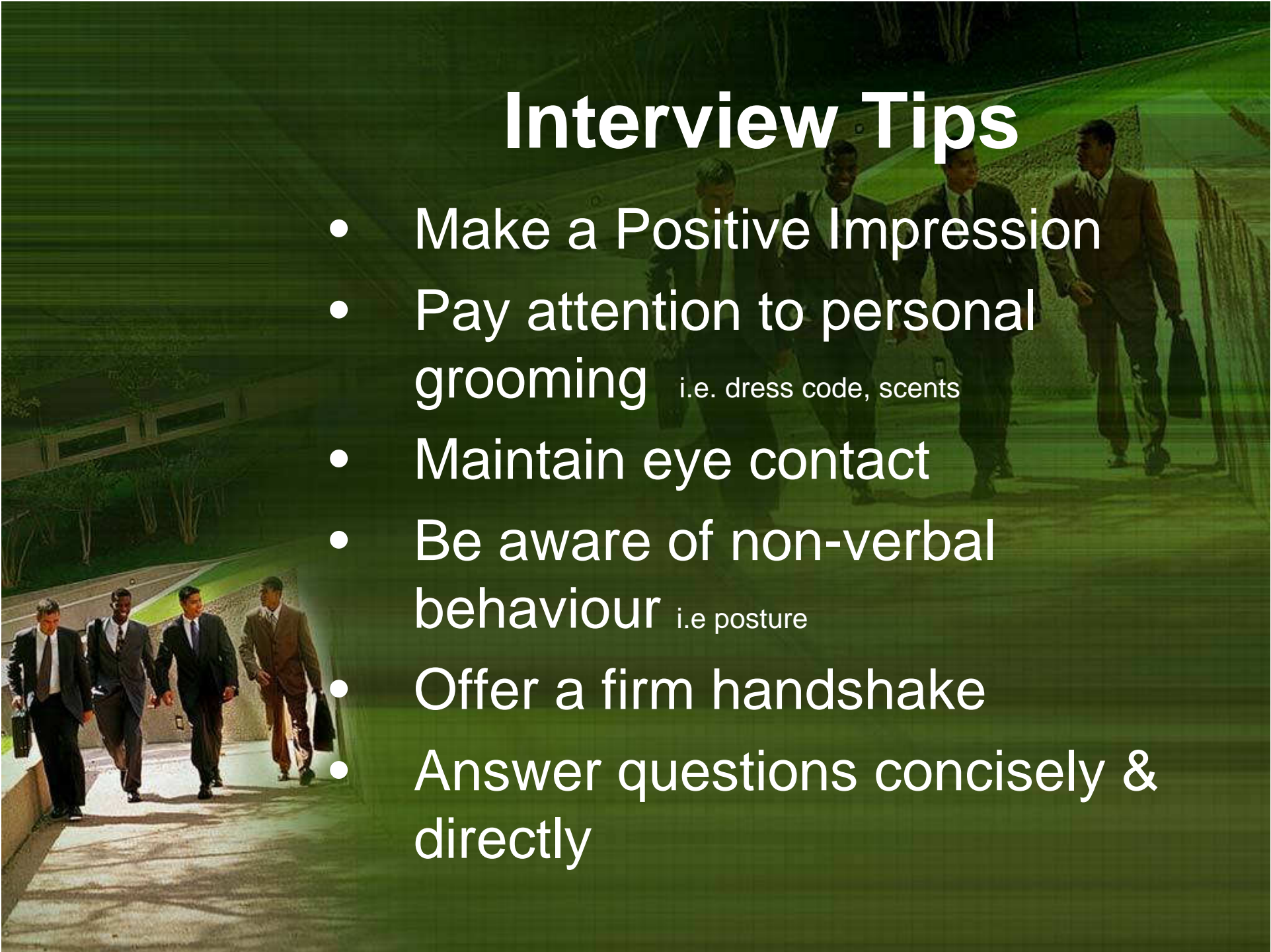
- Clarify who you'll be meeting
- Obtain a job description

Prepare for the Interview

- Research the company
- Identify key skills, strengths related to the job
- Review your resume
- Practice answers to interview questions
- Prepare questions to ask the Interviewer

Interview Tips

- Make a Positive Impression
- Pay attention to personal grooming i.e. dress code, scents
- Maintain eye contact
- Be aware of non-verbal behaviour i.e posture
- Offer a firm handshake
- Answer questions concisely & directly



Interview Tips



- Never volunteer negative information
- Be able to provide concrete examples of your skills, work, education
- Know your strengths and **challenges**
- Be prepared to ask questions of the Interviewer * ask only relevant questions

Interview Tips



Types of Interviews:

- Telephone Screening
- Panel
- Stress

Interview Tips

OTHER THINGS TO CONSIDER

- Behaviour within 5 km of company
- Corporate Reading Materials
- Gatekeepers – Receptionists
- Illegal and inappropriate questions
- Stress questions
- Salary Expectations
- Where should I sit
- Asking questions of the Interviewer



Virtual Interviews

Google.ca – VIRTUAL INTERVIEWS

– Monster.ca

– Career Centre

– Interview Centre

– Virtual Interview



Other Tips & Resources

A group of five business professionals in suits are walking down a modern, brightly lit staircase. The scene is captured from a low angle, looking up at the men as they descend. The lighting is warm and focused on the subjects, creating a professional and dynamic atmosphere. The background shows the architectural details of the staircase and some greenery.

- Best time to Schedule an Interview
- Site to Practice Interview Questions
- Other Resources for Interview Practice
 - ReNEW Program
 - Sutton Employment Resource Centre
 - Job Finding Club – Newmarket
 - Newmarket Employment Resource Centre