

The Day Before...

- ♦ Plan what you will wear to the interview. Proper dress and appearance are very important. If at all possible avoid wearing jeans and go easy on the jewelry, make-up and perfumes /cologne.
- ♦ Review your resume and sample questions.
- ♦ Get a good nights sleep.



The Interview...

- ♦ Be sure to leave enough time to get to the interview 10 minutes early.
- ♦ Remember to be polite and friendly to everyone you meet.
- ♦ When you meet the interviewer give a warm smile, a firm handshake and make good eye contact.



- ♦ Sit up straight; don't slouch.
- ♦ Don't smoke, chew gum or eat candies.
- ♦ Avoid nervous habits (tapping pencil, picking fingernails, swinging legs etc).
- ♦ Be concise; try to focus and be straight to the point when answering questions.

After The interview...

- ♦ If you are still interested, tell them.
- ♦ Say "thank you" and leave with a warm smile and firm handshake.
- ♦ Consider writing a thank you letter to the employer, while the interview is still fresh in your head.
- ♦ Give yourself a pat on the back for a job well done!



Please ask one of our staff for copies of specific interview questions and suggestions on how to answer.

YOU MIGHT ALSO BE INTERESTED IN...

✓ **Cover Letters: A Necessary Step To Getting The Job You Have Been Looking For**

✓ **Making The Most Of Your Resume (Resume Writing Simplified)**

✓ **Maximizing Your Job Search Efforts**

And many other valuable resources all available free of charge!

Pamphlet Series Developed By: Roxanne Hammond,
Employment Counselor, 2008



SIoux-HUDSON EMPLOYMENT SERVICES

70 Wellington Street, Box 126

Sioux Lookout, ON

P8T 1A1

Phone: (807) 737-1672

Fax: (807) 737-4685

E-mail: csa@siouxlookoutjobs.com

Visit Us Online At: www.siuuxlookoutjobs.com

This initiative is
funded by:

**EMPLOYMENT
ONTARIO**

Your job is out there. We'll help you find it.

**EMPLOI
ONTARIO**

Votre emploi vous attend. Nous vous aidons à le trouver.

SIoux-HUDSON
EMPLOYMENT
SERVICES

STEPS TO A SUCCESSFUL INTERVIEW



Job Interview:

A formal meeting, usually in person, arranged for the assessment of qualifications to determine if an applicant is suitable for employment.

STEPS TO A SUCCESSFUL INTERVIEW

In an interview situation, the employer is interested in knowing what you can do for their organization and how you can fill the role they have available. The employer also wants to determine whether you are sufficiently motivated to excel in the job. While you should focus on the contribution you can make to the organization, you should also convey your interest in the job, the career field and the organization. Following these steps will help ensure that you give your best interview.

STEP 1.

The first step to preparing for any interview is to conduct some research on the company or organization for which you are being interviewed. Use pamphlets, brochures, web sites and other resources to find information on the company's products or services, who the key customers or clients are and what the general philosophy of the company is. Learn about the company's principals, values and beliefs. Doing this research will show your interest in the company or organization and

give you the ability to display how your strengths, skills and personal beliefs fit with the organization or business.

STEP 2.

Contact human resources, the Hiring Manager or use any other contacts you might have to obtain a detailed job description. The job description will provide you with clues as to the skills and qualities that the employer is seeking. Before the interview, make a list of skills and traits that the employer will be looking for in a candidate. Review your resume and note where you have developed some of these skills and be prepared to discuss specific examples in the interview.

The person with the best skills or most relevant experience is not necessarily the one who gets the job. You may still get the job if you are **enthusiastic** and **well prepared**, and if you can demonstrate that you are **motivated**, **manageable** and a **team player** who fits the organization's or company's culture.



Got an interview? We can help!

Call us to set up a **mock interview** before the real thing.

STEP 3.

Think about and prepare answers to potential interview questions. Most interview questions are usually designed to address 5 key employer concerns which include (1) Can you do the job? (2) Does the candidate get along well with others? (3) Is he or she motivated to do the job? (4) Is the candidate manageable and (5) Can the company afford the candidate? Keep these concerns in mind when preparing answers to potential interview questions.



Interview Etiquette

Tips to help you get organized before the interview

A Few Days Before...

- ♦ Get clear directions to the interview location ahead of time. If you have not been there before, take a drive or walk by there to make sure you know exactly where it is.
- ♦ Prepare a list of questions to ask during the interview.
- ♦ If you did not include references on your resume, type up a sheet with 3 references to hand out at the interview. Always ask potential references before using them.

