

Interviews

Tips on how to make it a success!

A Job Interview Is...

- An opportunity to meet face to face
- To discuss your qualifications
- To assess your ability and skills
- To demonstrate your skills and personality
- To sell yourself

The Keys to a Successful Interview

- Convey a positive attitude
 - Show enthusiasm
- Beware of non-verbal communication
 - Keep eye contact with interviewer
- Pay attention to physical appearance
- Be knowledgeable of the company
- Don't talk yourself out of a job
- Don't keep the interviewer waiting

Cont.....

The Keys to a Successful Interview

- Be Prepared:
 - Have extra resumes on hand.
 - Have references on hand if not attached to resume.
 - Conduct background research on organization.
- Remain calm when faced with periods of silence
 - Silence is not always bad but don't wait too long.
- Know your resume
 - Reread it before going into an interview.

Cont.....

The Keys to a Successful Interview

- Arrive early
 - 10-15 minutes.
- Remain calm and collected
- Listen attentively
- Show confidence

Pre-Interview Stage

- Assess your career path
- Research company and position you are seeking
- Find out what type of interview it is
- Develop list of potential questions and responses
- Confirm the date of interview, time and location

Interview Stage

- Appropriate dress
- Create a good first impression
- Ensure that you understand the questions
- Be yourself
- Maintain eye contact with the interviewer(s)
- Appear confident
- Listen carefully to the questions

Interview Stage

- Bring extra copies of resume and references
- If you have a career portfolio bring it with you
- Ask questions
 - What is the organization's plan for the next five years?
 - What kind of work can I expect to be doing the first year?
 - How much assistance is made available in developing career goals?
 - What are the opportunities for advancement?
- Thank them and shake hands
- Ask for business card for follow up

Post-Interview Stage

- Recap interview
- Request feedback from interviewer
- Send thank-you letter or email
 - Follow-up within 24 hours
 - Express gratitude for the employer's time
 - Highlight qualifications
 - Restate your interest in the company/career area
 - Communicate enthusiasm to have met with them

4 Types of Interviews

- Case Interview
- Behavior Based Interview
- Telephone Interview
- Videoconference Interview

Case Interview

- Used to assess logical thinking and problem solving skills
- Geared around solving problems on the spot
- Classic business cases are used to test analytic ability, logical thought process, creativity, and comfort with quantitative analysis
- Example of a Project Case:
 - You are consulting for a major Canadian airline. Every year they make more sales and every year, they lose more money. What could be causing this?

Behavior Based Interview

- Designed to determine if a candidate possesses certain key competencies.
- Use specific examples from work history, education and extracurricular activities to demonstrate the skill the interviewer is assessing
- **Example:** Describe the system you use for keeping track of multiple projects. How do you track your progress so that you can meet deadlines? How do you stay focused? (commitment to task)

Telephone Interview

- Collect your thoughts
- Try to sound friendly, confident and calm
- Smile if though you are on the phone
- Thank the interviewer for the call
- Get company contact information
- **Tip:** Dress up as if you're meeting face-to-face, feel as if you are in a face to face interview

Videoconference Interview

- Relax and smile
- Dress professionally – they can see you!
- Speak slowly
- Prepare for silence due to a 5 sec audio delay
- Be aware of extra movements and noises
- Be patient – sounds may be distorted
- Speak up and project your voice

Common Interview Mistakes

(Based on feedback from recruiters)

- Lack of preparation
- Inappropriate appearance
- Failure to ask questions
- Poor attitude
- Exaggerating or being deceitful
- Poor non-verbal communication
- Over or under answering questions

Helpful Websites

- http://www.quintcareers.com/sample_behavioral.html
- <http://interview.monster.ca/>
- <http://www.jobpostings.ca/resource.cfm?id=16>