

INTERVIEW TO WIN

PREPARATION FOR THE INTERVIEW

Preparation is essential for a successful interview. You must give the employer a reason to hire you. You are the interviewer's main source of information concerning your qualifications.

Consider the following when preparing for your interviews:

- Appearance
- Self-knowledge
- Company knowledge
- Questions to ask the interviewer
- Review answers to possible interview questions
- Supporting evidence (portfolio, projects, reports, samples)
- Be positive

When the interview date and time are being arranged, verify the following information. It will allow you to plan your time effectively and to mentally prepare for the interview.

- Name (pronunciation) and title of the interviewer
- Directions to and the location of the interview
- Whether you need to complete an application form
- The amount of time being allocated for the interview
- Whether there will be employment tests and the duration of the tests

By preparing for interviews you will:

- Know the job duties and requirements
- Know about the company's size, products, and background
- Know your criteria for a satisfying job
- Have a quality résumé
- Match your qualifications to the position
- Anticipate typical interview questions
- Respond confidently to questions
- Ask constructive questions during the interview
- Impress the employer with your company research
- Decrease the tension associated with being interviewed
- Increase your chances of being hired

DRESS FOR SUCCESS

First impressions are made in the first few seconds of an interview. It is imperative that your clothing be acceptable to the profession, business, or industry you are applying to – you have to “fit the corporate image”. However, there is a careful balance to be kept between what the profession considers acceptable and what you feel comfortable with. Remember, changing your style just for the interview is not playing fair with the employer or with yourself.

INTERVIEW QUESTIONS & PREPARATION

Formal/long interviews in four parts: two-minute personal marketing pitch, suitability questions, behavioural questions and problem solving questions.

TWO-MINUTE PERSONAL MARKETING PITCH – Can be asked these ways:

- Tell me about yourself.
- Why are you applying for this job?
- Describe yourself.
- Why have you come today?

SUITABILITY QUESTIONS

- What are your strengths?
- What is your greatest weakness?
- What type of work do you do best?
- Where do you see yourself in five years?

BEHAVIOURAL QUESTIONS

• Describe a time when you demonstrated initiative, planning, leadership, commitment or problem solving. Organize your answer into a situation describing tasks, actions taken, and results achieved.

PROBLEM SOLVING

- Employer will describe a situation.
- Explain to the employer how you would resolve the challenge from theoretical and practical steps taken.

YOUR QUESTIONS:

- What training is to be offered?
- Describe the learning curve in this position.
- How many are in the team?
- What is the reporting structure?
- Could you give an overview of the business?

THE TELEPHONE INTERVIEW:

- Have your résumé in clear view.
- Have a short list of accomplishments.
- Have a pen and paper handy.
- Turn off the stereo and TV.
- Smile.
- Speak slowly.
- Stand as this gives your voice a confident sound.

AFTER THE INTERVIEW

- Send a thank you letter or email, done within the week.
- Follow-up within the week asking if more information is needed.