

# INTERVIEW PREPARATION TIPS

- Research the position and key challenges
- Review the posting qualifications and related criteria
- Review your skills, abilities, and qualifications as they relate to the job being interviewed for
- Rehearse, not memorize, the possible interview questions to increase your confidence
- Prepare your answers for possible behavioural as well as situational questions in advance
- Research some sample interviews on line to understand the question and answer process

## ATTIRE AND APPEARANCE

- Dress appropriately and pay attention to grooming
- Wear appropriate shoes to match with the job
- Maintain proper posture and eye contact, while keeping positive attitude and smile on the face
- Don't chew gum or any sort of candy
- Wear your hair off your face in tidy manner
- Stay calm and avoid any nervous behaviour
- Check your breath, and hide any tattoos
- Avoid any flashy jewellery or hand bags
- Keep clean finger nails, and no garish make up
- Clothing should not talk louder than you

## LIST OF ITEMS TO BRING TO AN INTERVIEW

- Bring a pen and a note pad to show that you are organized
- Bring couple extra copies of your resume
- Bring a copy of the job description, as well supporting search materials to show that you have researched and prepared for the position
- Keep all the documents in a plastic folder or binder, preferably a transparent one, to indirectly show that you are well prepared
- Prepare a portfolio to bring quality examples of your achievements
- Keep your driver's licence and some other piece of ID with you for further security check if required by the employer
- Keep change for parking in case of unavailability of free parking, or you might need to buy lunch as well
- Keep your appointment calendar handy, in case the interviewer wants to meet with you again, and to reinforce your organizational skills

## CLOSING THE INTERVIEW

- To close look for an opportunity to summarise your qualifications and how they can appear to meet employer needs
- Consider asking for feedback
- Thanks the interviewer(s) for the opportunity to meet with them

# INTERVIEW PREPRATION TIPS

- Provide a list of references when appropriate
- If next step in the process has been explained, ask some clarification questions:
  - Are another round of interviews planned
  - When do they expect to make the decision
  - May you follow up by phone if you have not heard within the stated time frame
- If you are planning to be away while they are making their decision, inform the employer about any possible schedule conflict
- Avoid to get over anxious, but reconfirm your enthusiasm
- Send a follow up thank you note or e-mail, no later than the next working day