

TIP SHEET: Preparing for a Job Interview

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Congrats, you have an interview! Below are a few tips to help you prepare for your interview experience and land that job.

1. Research the company's goals, services, achievements, and values.
2. Research the specific job you are applying for.
3. Talk to other employees if possible (informational interviews) and check the company website.
4. Know which specific skills and attributes you have that will match the job, as you know it.
5. Identify areas you feel will need further development and how you would do this.
6. Prepare to answer behavioural questions.
7. Be clear as to why you want the job and what you can bring to the organization.
8. Know your resume! Read it over while waiting for the interview to begin and review your accomplishment statement.
9. Prepare for surprise questions that may seem irrelevant. For example, "If you were a car, what kind of car would you be and why?" These types of questions are asked to assess how you think, what your value, etc.
10. Prepare questions that you would like answered and were not answered or addressed in the job posting.
11. Have copies of your resume, your references paper, pen, and anything else you may want to take in the interview room.
12. Ensure you provide yourself enough time to get to the interview location, taking into account traffic, transit delays and parking.
13. Plan on arriving early to your interview. Checking in at least 10 minutes before you interview.