

Preparing for an Interview

Take the time to prepare for your interview so that you can put your best foot forward!

Before the interview:

- Research the company. Know the basics about the company and the services/products they provide.
- Make sure you know exactly where the interview is being held – some companies have multiple branches in the same city.
- Read over your resume and ensure you are familiar with the dates, tasks and responsibilities you have included for each position.
- Read the job description. Think about the duties and responsibilities listed for the role and how they relate to your experience. How could your experience benefit the company?
- What will you say when you are asked why you want the job?
- Write down one or two relevant questions that you can ask during the interview.
- Think about which questions you may be asked in the interview, and think about good examples you can give. Write down the question and write down the example you would use.

On the day of the interview:

- Make sure you dress to impress, in a clean and tidy fashion.
- Give yourself plenty of time to get to the interview.
- Arrive five minutes before the interview is scheduled.
- Be polite and professional with everyone you meet.
- Introduce yourself, shake hands and remember to smile.
- If you're feeling nervous, take lots of deep breaths and engage in some positive self-talk. You are prepared for this interview, so you are already on the front foot!

During the interview:

- Always answer the questions honestly!
- If you're being interviewed by more than one person, make eye contact with the person who asked you the question.
- Keep your answers to one to two minutes.
- Speak clearly, don't mumble.
- Think about your body language – your mouth could be saying one thing, but what is your body saying?
- Focus on the employer's needs – not your own needs.
- If you don't understand the question you are being asked, politely say that you don't understand and ask them to rephrase the question.
- At the end of the interview remember to say 'thank you' for their time and shake hands with the interviewers.