

PREPARING FOR AN INTERVIEW

1

Prepare

- Research the organization (mission statement, projects, etc.) and jot down some key points you plan on going over during your interview.
- Create a list of information you want the employer to know about you.
- Deconstruct the job posting and prepare examples that demonstrate your skills/qualifications for the position.
- Brainstorm possible questions; there will be a variety of questions presented to you during an interview.
- Practice answering questions using the PAR technique.
- Prepare 2-3 thoughtful questions to ask at the end of the interview. Make at least one of these questions specific to the company you are interviewing with.
- Conduct a practice interview at the Bissett Student Success Centre with a Peer Advisor.
- Put together a professional outfit, you can never be too professional!
- Know exactly where the interview will take place and how long it will take to get there.



2

Interview

- Make a good first impression by being 10-15 minutes early, having a solid handshake and maintaining good eye contact.
- Bring a notebook and a pen to jot down notes.
- Bring copies of your résumé or any other document that is required; portfolio, transcripts, references.
- Use examples whenever possible to provide proof of your skills and knowledge. Use the PAR technique!
- Ask questions during the interview to demonstrate your interest and to help you determine if the job fits your personality, skills, interests and values.
- Make sure you know what the next steps are in the hiring process, this may be one of your questions for the interviewer.
- Ask for the interviewer's contact information for later correspondence.

3

Follow-up

- Send a thank-you letter/email after the interview.
- Review your performance in the interview: what did you do well, what do you need to improve on?
- If you do not get the job, ask the employer how you can improve for next time.