

The Interview

The interview is your opportunity to share concisely the skills, abilities, experiences and knowledge you have to contribute to their company or organization. Good luck, you made the short-list!

Tips for a successful job interview include (this is not an exhaustive list):

- ✓ **Always** arrive early to the interview. If you need to map out your way or do a 'dry-run' before hand – do it! Allow time to ground yourself, collect your thoughts and familiarize with environment.
- ✓ Dress appropriately for job conditions.
- ✓ Introductions: be courteous, smile, eye contact, introduce self, call people by their full name, and offer confident handshake (not too firm but not dead-fish either).
- ✓ Maintain appropriate space and wait to be asked to sit for interview.
- ✓ Relaxed body language: sit slightly forward and keep hands and legs still. Keep gestures to a minimum.
- ✓ Answer questions honestly. Reply yes or no and then explain (main facts first and/or specific examples). Ask for clarification if needed. Keep answers to the point and concise. Don't ramble.
- ✓ Know your skills, abilities, strengths, and weaknesses. Be prepared to give examples: make a list of the positive and turn the weaknesses into a positive. Employability skills you need to enter, stay, and progress in the workplace are: basic skills, personal skills, and teamwork skills.
- ✓ Know your short and long term goals.
- ✓ Know the company or organization! Do your homework. They will ask you questions on what you know about them. Research similar jobs.
- ✓ A majority of questions will be asked by the job interviewer, it is important to also ask questions (2-3) so that you can ensure the company/organization is a good fit for you. If you can't think of any questions, say "You covered everything very thoroughly, thank you".
- ✓ Confidence is how you feel about your abilities. Ways to improve confidence are by planning and being prepared. Prepare for the interview, plan what you would want to say, and think about some of the common questions that the employer might ask. Practice your answers and get feedback.

- ✓ Self-esteem is how you feel about yourself. Developing your confidence and self-esteem through positive thought can help you feel more confident about your abilities.
- ✓ Learning and researching: know what to expect, how and/or why add to your awareness and make you feel more prepared and more confident.