

SO YOU GOT THE INTERVIEW

A guide to master the art of the
interview

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INTERVIEW PREPARATION

WHAT DO YOU KNOW ABOUT THE COMPANY?

- Visit their website
 - What is their mission, vision & values?
 - How do they do their work?
- Check company reviews
- Browse their social media
- Read current news
- Tap your connections
- Get to know the industry and competitors

WHAT DO YOU KNOW ABOUT THE JOB?

- Review the job advertisement
- Create a list of skills, knowledge, professional & personal qualities required

WHAT DO YOU KNOW ABOUT YOURSELF?

- Match your skills, abilities, experience, certifications and knowledge base to the job requirements
- Compile examples of past work or specific experiences you can reference

WHAT DO YOU KNOW ABOUT THE INTERVIEW?

- What style of interview?
 - phone, panel, group etc.
- Who is conducting the interview?
 - Name and Position
 - How many people will be in the interview?

BEHAVIORAL QUESTIONS

- What is behavioral descriptive Interviewing (BDI)?
 - It is a technique designed to find out how you dealt with specific situations in the past
 - Past behavior is an indicator of future behavior
 - Questions are typically phrased: tell me about a time

- Tips for behavioral questions:
 - Take your time
 - Prepare ahead of time
 - Write it down and take it to the interview
 - Be positive
 - Follow the STAR technique

EFFECTIVE STORY TELLING: direct, logical, meaningful and personalized



Do not think of new details as you answer. SAY what you had planned for & END

<http://www.RightAttitudes.com>

BE PREPARED TO ANSWER THE FOLLOWING QUESTIONS:

- Questions **about you**
 - Tell me about yourself
 - What is your greatest strength/weakness?
 - Tell me about something that is not on your resume.
 - How do you handle success/failure?
- Questions **about leaving your job**
 - Why are you leaving your job?
 - Why do you want to change jobs?
 - Why did you quit your job?
- Questions **about salary**
 - What were your starting and final levels of compensation?
 - What are your salary expectations?
 - Why would you take a job for less money?

- Questions **about qualifications**
 - Are you overqualified/under-qualified for this job?
 - Tell me about your educational background.
 - What applicable experience do you have?

- Questions **about job performance**
 - Describe a difficult work situation/project and how you over came it.
 - Describe a time when your workload was heavy and how you handled it
 - When was the last time you were angry? What happened?

- Questions **about work history**
 - What major challenges/problems did you face? How did you handle them?
 - Describe the gap in your employment
 - What did you like/dislike about your previous job?
 - What was the biggest accomplishment/failure in this position?

- Questions **about management and teamwork**
 - Who was your best/worst boss? Why?
 - Describe your ideal boss.
 - Have you ever had difficulty working with a manager?
 - Describe a challenging team experience.

- Questions **about why you should be hired**
 - Why should we hire you?
 - Why shouldn't we hire you?
 - What can you contribute to this company?

- Questions **about the job and the company**
 - What interests you about this job?
 - Why do you want to work here?
 - What is good customer service?
 - What would be your ideal company culture?

- Questions **about the future**
 - Where do you see yourself in five years from now?
 - How do you plan to achieve your goals?

- **The Final Question**
 - Do you have any questions for me?

For additional questions or
resources for individual
questions visit:

<https://www.thebalancecareers.com/job-interview-questions-and-answers-2061204>

FIRST IMPRESSIONS & BODY LANGUAGE:

COMMON NONVERBAL MISTAKES MADE DURING JOB INTERVIEWS

67%



Fail to make eye contact

47%



Have little knowledge of the company

38%



Don't smile

33%



Have bad posture

33%



Fidget too much

26%



Have a weak handshake

21%



Play with their hair or touch their face

21%



Cross their arms over their chest

9%



Use too many hand gestures



In a survey of more than 2,000 hiring managers, **33%** claimed to know whether or not they would hire someone within 90 seconds.

STATISTICS SHOW THAT FIRST IMPRESSIONS ARE DETERMINED BY:

55%



The way you dress, act, and walk through the door

38%



The quality of your voice, grammar, and confidence

7%



The words you choose to say

THINGS THAT HAVE AN IMPACT ON FIRST IMPRESSIONS

70%

of employers claim they don't want applicants to be **overly fashionable** or **trendy**

65%

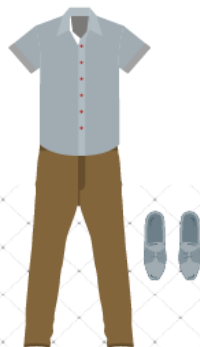
of hiring managers say clothes can be the **deciding factor** between two similar candidates

BRIGHTLY-COLORED CLOTHING IS BAD



ATTIRE:

DECODING DRESS CODE



CASUAL



BUSINESS CASUAL



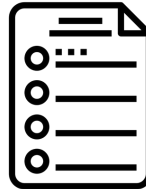
BUSINESS



10 ITEMS TO BRING TO A JOB INTERVIEW



Email confirmation of interview: it will contain any information necessary to ensure you arrive to the right place on time.



References: bring a printed list of references, only leave it upon request.



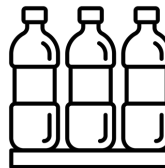
Identification: you may need to show identification to enter the building.



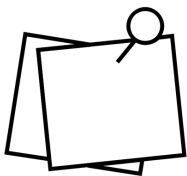
Positive attitude & a smile: you are confident, prepared and ready.



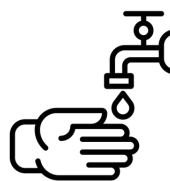
Pen & paper: in case you want to take notes.



Water: for your own comfort and ease, no one wants dry mouth during an interview.



Notes: to ensure you address all of your talking points.



Clean hands: you will be shaking a lot of hands, you want to make the best first impression.



Resume: bring a couple copies of your resume. If you are applying for multiple jobs, ensuring you are speaking to the correct version of your resume is important.



Portfolio/Examples of Work: if you are speaking to a specific assignment or project, having the example to show can be extremely impactful.