

JOB INTERVIEW PREP PACKAGE

CHECKLIST

Before the Interview	
<input type="checkbox"/>	Research the company , the interviewer, and how to prepare for the interview format. Call or email the company to find out who will be in the interview.
<input type="checkbox"/>	Practice responding to various interview questions and prepare a list of questions to ask. Have someone watch your eye contact and body language so you can assess how you come across.
<input type="checkbox"/>	Choose your outfit before the interview. Researching the company will help you decide between casual, business casual, and formal attire.
The Day of the Interview	
<input type="checkbox"/>	Go over your resume and pack everything you need, including water, a pen, your list of questions, and the contact information of your references.
<input type="checkbox"/>	Arrive early , so you have time to find where you're going, use the washroom, and settle in before the interview starts.
During the Interview	
<input type="checkbox"/>	Confidence is key. It's hard for an employer to be confident in your ability if you aren't.
<input type="checkbox"/>	Be cautious of your body language and maintain eye contact.
<input type="checkbox"/>	Match the energy of the interviewer(s). Are they formal and matter of fact, or are they casual and joking around? You want to show them how you will fit into their work culture.
<input type="checkbox"/>	Include lots of examples when you're responding to their questions.
<input type="checkbox"/>	Ask questions of your own to show your interest and that you did your research.
After the Interview	
<input type="checkbox"/>	Send a thank-you note to everyone who interviewed you the day after.
<input type="checkbox"/>	Follow up if you do not hear back from them within a week or when they said you would hear back.
<input type="checkbox"/>	Ask for feedback on your performance when they get back to you, even if you get the job. Chances are this won't be your last interview, so even if you get the job, knowing how you can improve will be important.

INTERVIEW FORMATS

The interview format describes the way an interview is structured.

ONE-ON-ONE: Traditional format for interviews. It consists of one person interviewing the candidate.

GROUP: Used by companies looking to hire multiple people for a position. Group interviews are designed to see how well candidates adapt and collaborate. Candidates should try to balance speaking and listening. Avoid taking over the conversation or sitting back and just listening.

PANEL: Consists of multiple staff members interviewing the candidate. Panelists each take turns asking questions that pertain to their area of work with the position being hired for. The panel generally includes an HR representative, the hiring manager, and potentially a position supervisor or coworker.

PHONE: Used as the first round of screening to see if the candidate is a suitable option for an interview. If you have applied for a job, always be prepared for the possibility of having a phone interview. If you are called and it's not a good time, don't be afraid to ask if they can call you back later.

STYLE OF INTERVIEW QUESTIONS

Style describes how interview questions are asked and what the interviewers are looking for in your responses.

When answering interview questions, use the STAR method to keep you focused on the question in a clear and concise manner.

- **S**ituation
- **T**ask performed
- **A**ction taken
- **R**esult of action



BEHAVIOURAL: Focuses on your past professional behaviour, assuming that past behaviour indicates future performance.

Ex. Tell me about a time you had a conflict with a coworker. How did you resolve the situation?

SITUATIONAL: Focuses on hypothetical situations the successful candidate may face on the job. When answering these questions, rely on examples of when you have encountered similar situations or how you react to the unknown.

Ex. How would you handle a situation with an unhappy customer?

COMPETENCY: Used to assess the candidate's skills and knowledge concerning the role.

Ex. Tell me about a time you used your creativity to solve a problem.

CASE/PUZZLE: General used in the tech industry to assess a candidate's problem-solving, reasoning, and numerical skills.

Ex. Volvo claims it's the safest car in the world because fewer people die in a Volvo than in a car made by any other manufacturer in the world. What's wrong with this conclusion?

POTENTIAL INTERVIEW QUESTIONS

- Tell me about yourself.
- What strengths will you bring to this role?
- What are some areas you are improving on?
- What do you know about our company?
- Why is our company interesting to you?
- Why did you apply for this position?
- Describe a time when you disagreed with your boss. How did you handle the disagreement?
- Tell me about a time your work was criticized.
- Tell me about a time you needed to get information from someone who wasn't very responsive. What did you do?
- Give me an example of a time when you didn't meet a client's expectations. What happened, and how did you attempt to rectify the situation?
- Tell me about a successful presentation you gave and why you think it was a hit.
- What would you do if you discovered that one of your coworkers was doing something unethical?
- How would you handle being unhappy with a particular aspect of your position?
- What would you do if you were given a task that you had little or no familiarity with?
- You are faced with a conflicting deadline. What do you do?
- What would you do if you made a mistake that no one else noticed?
- How would you handle a situation where your coworkers resisted a new idea you had?
- Provide an example of when you used effective time management and achieved success.
- Provide an example of when you had to complete a piece of work to a high standard while meeting a strict deadline.
- Provide an example of when you had to use teamwork to complete a task for one of your projects.
- Provide an example of when you had to think outside the box and use critical thinking to reach a solution.
- Three ants are located in the corners of an equilateral triangle. Each ant moves in a random direction along the edges of the triangle. What is the probability that none of the ants will collide along the triangle?
- A racetrack has five lanes. You are to find the three fastest horses out of a total of 25. How many races would

have to be conducted to find the three fastest horses?

- You are stuck in a room with two doors—one right and one wrong. Both these doors are safeguarded by two guards, one in front of each door. The right door will lead you to your freedom, and the wrong door will lead you to prison forever. However, you can ask both guards

one question each. One guard always tells the truth, and the other guard always tells lies, but you don't know which is which. What question should you ask to find the right door?

- Do you have any questions for us?

RESPONSES TO "DO YOU HAVE ANY QUESTIONS FOR US?"

- Can you tell me more about the day-to-day duties of this role?
- What is the work environment like? Do people socialize together outside of work?
- What do you like most about working here?
- Are there opportunities for training and progression within the role/company?
- Can you tell me more about the team I would be working with?
- What are the most immediate projects I would be working on?
- Who will I be working with most closely?
- What are the biggest challenges the person in this role will face?
- What are the most important things you would like to see someone accomplish in their first three months on the job?
- How is success evaluated in this role?
- What direction do you see the company going in the next few years?
- How has the company changed since you started working here?
- How does this company ensure it's upholding its values?
- What are the next steps in the interview process?
- Is there anything else I can provide you with that would be helpful for your decision?

WHAT TO AVOID DURING AN INTERVIEW

- Swearing
- Talking about politics or religion
- Speaking poorly of a former supervisor or coworker
- Not maintaining eye contact
- Not speaking to every panelist
- Mentioning all the things you hate about working
- Being self-critical

- Not putting a positive spin on a negative question—if they ask what your biggest professional weakness is, respond honestly but provide an example of how you are improving upon it
- Asking the interviewer(s) questions
- Not thanking them for their time or following up

WHAT TO WEAR

Remember, every industry and workplace has a different standard of what is appropriate and acceptable. This is only a guide.

Generally, for most job interviews, business casual will be your safest option. But to be sure, look up the company you are interviewing with. Their social media profiles may have pictures of staff in work settings that can provide an idea of their work attire.

Whether they mean to or not, an interviewer will make a judgement on you in the first 10 seconds of meeting based on how you look. This judgement likely will not be a deal-breaker, but it will set the tone for their perception of you for the rest of the interview. Ultimately, you want to look neat and put together.

