

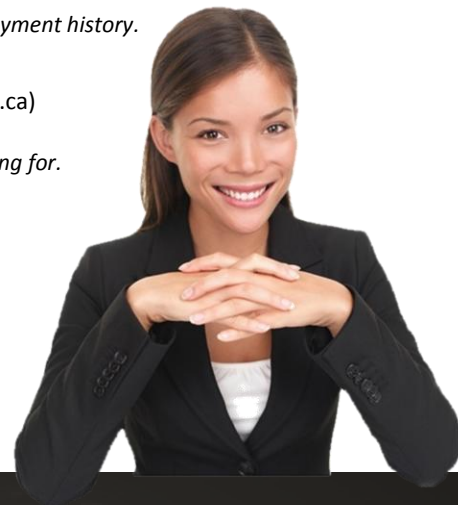
Interview Success Checklist



Have you done all you can to outshine the competition?

BEFORE THE INTERVIEW

- Research the company/industry.
- Read the job description thoroughly and think of how to angle your answers/qualifications to match.
- Review your own CV:
 - Memorize dates, responsibilities, etc. – so you don't fumble when asked about your employment history.
 - Write down your strengths, skills, achievements – so you can fit them in the conversation.
- Practice answers to commonly-asked questions (visit our Career Centre at www.quantum.ca)
 - Ask someone to role-play the interview.
 - Answers should be angled to highlight your strengths – specifically those the client is looking for.
 - Use concrete examples from your own experience.
- Dress to impress! (Remember, it's better to over-dress than under-dress.)
- Prepare and bring:
 - Extra copies of your resume.
 - A list of your own questions for the interview (see samples on reverse).
- Arrive 10 minutes early.



DURING THE INTERVIEW

DOs

- ✓ Shake hands firmly.
- ✓ Maintain eye contact! Trick: Note interviewer's eye colour when shaking hands.
- ✓ Show enthusiasm – employers want people excited to work for them.
- ✓ Have standards – know what you want and communicate them honestly.
- ✓ Be yourself – show sense of humour and any stand-out personal qualities.
- ✓ Appear poised – sit up, chin up.
- ✓ Show confidence – lean forward occasionally, “steeping” fingers (fingertips touching, hands in a triangle position.)
- ✓ Smile – convey warmth and openness.

DON'Ts

- ✗ Don't make negative comments about past employers.
- ✗ Don't act too familiar with the interviewer – show respect.
- ✗ Don't gesture or fidget nervously – clearing throat repeatedly, playing with hair/face, twiddling thumbs, etc.
- ✗ Don't display defensiveness – crossing arms, squinting, frowning, leaning back, averting your eyes when responding, etc.
- ✗ Don't be too modest – Sell yourself!

AFTER THE INTERVIEW

- Exit self-assuredly with a firm handshake, a smile, and direct eye contact.
- Let them know that you are very interested in the position.
- Ask them what the next step is and when you can expect to hear from them. Or, if you are working with an agency, make sure to provide the Recruiter with your feedback and ask him/her about next steps.
- Follow up within 24 hours with a quick thank you email, reaffirming your interest and mentioning a positive detail or two from your conversation.