



## Interview Success Checklist

Congratulations! You've gotten your foot in the door with a great resume and landed an interview. Now is your chance to outshine the competition.

Our recruitment experts have assembled a cheat sheet to help you prepare for every step of the interview process, including sample questions you can practice before the big day.

### **Before the Interview**

- Research the company / industry and identify something that excites you about the opportunity.
- Look up your interviewer(s) on LinkedIn and see if you have anything (or anyone!) in common.
- Review your CV, memorizing dates and details – so you don't fumble when asked about your work history.
- Craft your professional brand:
  - *List your core talents, achievements, natural strengths, and what makes you truly unique.*
  - *Prepare and practice a quick elevator pitch – so you can confidently sell what you bring to the table.*
- Read the job description thoroughly and reflect on how your brand and qualifications are a match.
- Practice answers to commonly asked questions (see samples on reverse).
  - *Ask someone to role-play the interview.*
  - *Angle answers 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 overdress than underdress.)
- 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.

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### During the Interview – DOs & DON'Ts

- ✓ Shake hands firmly.
- ✓ Maintain eye contact! (Trick: Note the interviewer's eye colour when shaking hands.)
- ✓ Show enthusiasm – employers want people who are 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.)
- ✓ Smile – convey warmth and openness.
- ✗ 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, twiddling thumbs, etc.
- ✗ Don't display defensiveness – crossing arms, squinting, frowning, leaning back, averting your eyes, 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 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.



## Practice: Commonly-Asked Interview Questions

Use these to roll-play with a friend (or in the mirror!) before the big day.

- Tell me about yourself.
- Why are you looking for a new opportunity? Why did you leave your last job?
- Tell me what you know about this company. What interests you about this job?
- How would you describe yourself in three words?
- What experience do you have that is relevant to this role?
- What did you like or dislike about your previous job?
- What is your biggest accomplishment / failure to date?
- Describe a difficult work situation / project and how you overcame it.
- If your previous co-workers were here, what would they say about you?
- How are you working under pressure? Give me an example.
- What motivates you?
- What's your greatest strength? What's your biggest weakness?
- Let's talk about salary. What are you looking for?
- What do you expect from a supervisor?
- Describe a situation where you had to handle conflict with a manager or colleagues.
- What have you been doing since your last job?
- What are you passionate about?
- Do you prefer to work independently or on a team?
- What are your goals for the next five years / ten years? How do you plan to achieve those goals?
- What will you bring to this job? Why we should hire you?

## Sample Questions for the Interviewer

There comes a point in every interview when you'll be asked if you have any questions. It's your final chance to knock it out of the park. Suggestions:

- How would you define success in this role?
- What do the most successful people in your team have in common?
- What are some of the objectives you would like to see accomplished in this job?
- Why is this position open?
- What would you like done differently by the next person who fills this position?
- What are some of the more difficult problems one would have to face in this position?
- How are work objectives and deadlines set?
- How will I be evaluated in this position?
- What advancement opportunities are available for the person who is successful in this position?