

Interview Tips

Preparing for the interview:

- Review the job announcement to identify the competencies the position requires.
- Review your resume and/or employment history. If you don't have a lot of work experience think of school projects, volunteer work, or extracurricular activities that you have participated in. Think back on where/when you utilized these (or similar) competencies in previous positions.
- Review your past accomplishments and challenges so that they are fresh in your mind and can be used to summarize your response.

At the interview:

- Bring your resume to the interview and ask the interview panel if you may use it as a reference while responding to the questions.
- Listen carefully to the questions you are asked in the interview and if needed, ask the panel to repeat the question.
- Answer each question with an explanation of the situation, the specific action you took and the result of your action. If you do not have a work-related response or you have little work experience, think about a school-related activity or volunteer work etc. Be careful not to answer every question with a non-work related example.
- Put together two or three points about yourself that you want the interviewer to remember you by.
- Prepare questions to ask the interviewer. Remember that you are also assessing whether this position is a good fit for you. There is no set amount but there may be sufficient time allotted for two or three questions. Prioritize your questions based on the interview situation and ask questions that show your interest in the position. You may ask clarification questions if some of your questions were answered during the course of the interview.

Preparation is the key to feeling comfortable and confident in the interview.

ROAD TO YOUR
CAREER