



# Things to remember:

- ❑ Only one chance to make first impression
- ❑ Prove that you are the right fit for the organization
- ❑ Show that you are a serious candidate



# PHONE INTERVIEW

## 1) Plan ahead

- Choose a day and time when you are available
- Pick a quiet location where you will not be distracted
- Turn off “call waiting” features to eliminate any beeps or interruptions
- Wait by the phone



# PHONE INTERVIEW

## 2) Prepare your materials

- Have a copy of your resume and cover letter
- Calendar, pen/pencil, paper
- Prepare short sentences on how you match the job descriptions
- Prepare questions that you will be asking about the company



# PHONE INTERVIEW

- Smile 😊
- Project confidence
- Listen Carefully



# VIDEO INTERVIEW

- Arrive early
- Make sure to have a good internet connection
- Follow the instructions from a “phone interview” above



# IN-PERSON INTERVIEW

## Pre – interview preparation

- 1) **Research the company**
  - Visit company's website
  - Research background information, including their mission statement
  - Products/services they offer, their main clients, any news on the company
  - Create questions about the company and the position you are applying for



# IN-PERSON INTERVIEW

## 2) Compare your skills & qualifications to the job requirements

- Demonstrate how your skills and qualifications connect to the job requirements
- Be able to link your skills, knowledge and experience that you currently possess to the position you are applying for
- Review and analyze the job description

Job Listing	My experience	My proof
partnering with internal customers to identify training opportunities	worked with HR management team to implement skills training	HR Manager's signature with a red stamp for approval
provide support and continuous improvement throughout the training life-cycle	helped manage internal clients' requests & training activities	course report completed for HR manager
analyze the most appropriate methodology and technology to maximize the learner's experience	researched various technologies	

Match your skills to the eyes of position you want.





# IN-PERSON INTERVIEW

## 3) Prepare responses to questions.

### ➤ **Resume-based & Traditional.** Examples:

- Tell me about yourself.
- What are your career goals?
- What are your strengths and weaknesses?
- What major challenges and problems did you face in your previous job?
- What was the biggest accomplishment / failure in this position?
- Describe a time when your workload was heavy and how you handled it.



# IN-PERSON INTERVIEW

## ➤ Behavioural. Examples:

- How do you handle a challenge? Give an example.
- Tell me about the time when you had to solve a complex problem.
- Give an example of how you set goals and achieve them.
- Have you handled a difficult situation with a client? How?
- Describe a stressful situation at work and how you handled it.



# IN-PERSON INTERVIEW

## ➤ Case. Example:

*“You are consulting for one of the largest supermarket chains in the country. This chain is considering opening its own bank branches in its supermarket locations. What is your advice”*

What would you do?

# IN-PERSON INTERVIEW

## 4) Plan what to wear and what to bring

### WEAR:

- Conservative business attire, neutral colour
- Shoes must be polished and professional
- Be neat and clean

### BRING:

- Extra copies of resume
- Professional binder and pen
- List of references
- Portfolio



# IN-PERSON INTERVIEW

## During the Interview

- Be on Time!
- Turn off your cell phone
- Try to relax, be confident, show enthusiasm
- Make an eye-contact, shake hands, and smile 😊
- Sit up straight and pay attention to your poster
- Be polite, professional, and personable
- Answer the questions clearly
- Ask for clarifications if you don't understand the question
- Ask questions about the company and the position you are applying for
- Thank the interviewer for the opportunity to be considered for the position

# IN-PERSON INTERVIEW

## After the Interview

- Send a **thank-you letter** within 24 hours
  - Must send it to every person you had an interview with
  - Express your interest in the position again
  - Identify how your strengths will benefit the organization
  - Highlight something specific that grabbed your attention during the interview

# GOOD LUCK!

