

## BEFORE THE INTERVIEW

- **Reflect** on what the employer is looking for based on job posting and the qualities you possess that fit those requirements
- **Research** company (products, services, mission, goals and projects), industry and competition
- **Prepare and practice** answers to anticipated interview questions
- **Practice your 30-second Elevator Pitch** – include relevant education, experience and strengths, and reinforce your suitability for the job. This answers the inquiry: “Tell me about yourself?”
- Write at least 4 **success stories** to answer behavioural questions (*Behavioural Questions Tipsheet*)
- List 4-5 **questions to ask** about the job, the company or industry (*Questions to Ask Tipsheet*)
- **Research salary** and determine your worth (*Questions to Ask Tipsheet*)
- Get permission from your **references** and get your reference list ready (*Reference List Tipsheet*)
- **Dress for success!** Research and ensure you dress professionally and appropriately



## COMMON INTERVIEW QUESTIONS

1. Tell me about yourself.
2. Why did you leave or why are you leaving your last/current position?
3. What do you know about this company?
4. Why do you want to work for this company?
5. What are your goals?
6. What are your strengths and weaknesses?
7. How would your last/current boss and colleagues describe you?
8. Why should we hire you?
9. What are your salary expectations? (*Questions to Ask Tipsheet*)
10. Do you have any questions for us? (*Questions to Ask Tipsheet*)

## BEHAVIOURAL QUESTIONS

Use SAR Formula

**S- Situation** – Describe the situation

**A- Action** – What action did you take?

**R- Result** – What was the result (Remember it should be a POSITIVE)

Most behavioural questions centre on areas like **teamwork, customer service, decision making, initiative, adaptability and time management.**

*Example Behavioural Questions (see Behavioural Questions Tipsheet)*

- Tell me about a time you worked on a difficult team.
- Tell me about a time when you had to deal with a difficult customer or coworker and how you dealt with it.
- Tell us about a time when you had to go above and beyond the call of duty in order to get a job done.
- Tell me about an accomplishment you are truly proud of.

## WHAT TO BRING WITH YOU

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- Several copies of your résumé on quality paper
- List of your references (at least 3 references)
- Questions to ask interviewers
- Bottle of water
- Pens and a pad of paper on which to take notes
- Directions to interview site and contact info of the company
- A portfolio if applicable

## ON ARRIVAL

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- **Turn off** you cell phone
- **Arrive early** (10 to 15 minutes)
- **Respect everyone** you meet with
- Greet the interviewer with a **firm handshake**
- **Smile** and **make eye contact** with anyone you speak to

## DURING INTERVIEW

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- **Focus** on the points you have prepared without sounding rehearsed or stiff
- **Sit up straight, smile, maintain eye contact;** sit still and avoid fidgeting and slouching
- **Listen** and give thoughtful and to-the-point answers. Ask for clarification if you are unsure. It is ok to pause and gather your thoughts before speaking
- **Avoid making negative comments** about previous/current employers, professors or co-workers
- **Be enthusiastic,** confident and energetic, but not aggressive or pushy
- **Thank the interviewer** for their time at the close of the interview, ask for a business card, offer a firm handshake, smile and make eye contact



## AFTER INTERVIEW

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- **Make notes** so you don't forget critical details
- **Send thank you note or email** within 24 hours; reiterate your interest. (Thank You Letter Tipsheet)
- **Follow up.** If the employer said they would decide in a week, call them after the week is up to follow up
- **Ask for feedback** on your interview if you receive communication that you were not successful

Additional Resource: [georgebrown.interviewstream.com](http://georgebrown.interviewstream.com)

**St. James**, 200 King Street (Room 155B), 416-415-5000 ext. 3818 [sjcareercentre@georgebrown.ca](mailto:sjcareercentre@georgebrown.ca)  
**Casa Loma**, 160 Kendal Avenue (Room C317), 416-415-5000 ext. 4100 [clcareercentre@georgebrown.ca](mailto:clcareercentre@georgebrown.ca)  
**Waterfront**, 51 Dockside Drive (Student Success Hub), 416-415-5000 ext. 5301 [wfcareercentre@georgebrown.ca](mailto:wfcareercentre@georgebrown.ca)

**GBCareers** - view job postings and events: [gbcareers.georgebrown.ca](http://gbcareers.georgebrown.ca)

\*Updated Feb 2020