

## Preparing for an Interview

- ☑ Know yourself (prepare personal qualities that fit you for the job).
- ☑ Know the job (know the expected duties and description).
- ☑ Know the company (research for information to discuss).
- ☑ Prepare possible responses with concrete examples.
- ☑ Know the time and location of interview (arrive about 10 minutes early).
- ☑ Prepare your questions to ask.
- ☑ Prepare additional materials to bring (resume, cover letter, reference letters, portfolio).



### Other Tips:

Firm Hand Shake

Eye Contact

Introduce Yourself

Smile

Thank Interviewer for Their Time

Be Sure to Answer Questions  
(with examples)

Be Organized

Be Calm

Be Confident



### References:

**Reader's Digest: 14 Ways to Ace That Job Interview**

**UBC: [www.careers.ubc.ca](http://www.careers.ubc.ca)**

**YMCA: Getting Hired Package**



Student Resource Guide

## Interviewing Tips for Success

*How to Prepare for an Interview*

Career Center



# Dress to Impress

- ↳ Unscuffed Shoes
- ↳ Dress Conservatively (for the Position for which you are Applying)
- ↳ Consider Choice of Colours
- ↳ Clean Fingernails
- ↳ Hair is Clean and Cut
- ↳ Iron/Press Clothing
- ↳ Fresh Breath
- ↳ Do Not Drink Liquor or Smoke Before Interview
- ↳ Do Not Eat Foods that Might Leave an Odour on Your Breath
- ↳ Bathe
- ↳ Use Deodorant/Antiperspirant
- ↳ Minimum Use of Fragerance



## .:Interview Questions:.

- What are your key weaknesses?
- Tell me about yourself?
- What are your key strengths?
- What particular qualifications do you have for this job?
- What are your hobbies?
- Why should we hire you?
- Who is the toughest boss you have ever worked for and why?
- What are some of your major accomplishments (personal, education, career).
- How do you deal with conflict?
- What would a former boss say about you?
- How did you prepare for this interview?
- Why do you want this job?
- Which three words describe you best?
- What would you want to change about yourself?



## .:Illegal Questions:.

- ☠ Are you married? Divorced? Single?
- ☠ Does stress affect your ability to be productive?
- ☠ How are you planning to vote in the next election?
- ☠ Do you have any children?
- ☠ What is your religious preference?
- ☠ How much do you weigh?
- ☠ Of what country are you a citizen?
- ☠ How old are you?



## .:Common Interview Mistakes:.

- Arriving Late
- Lack of Preparation
- Poor Personal Appearance
- Exaggeration or Deceitfulness
- Complaining About Previous Employers
- Vague Answers
- Bringing up Negative Personal Information
- Lack of Interest/Enthusiasm
- Poor Body Language (Non-Verbal Communication)
- Poor Attitude
- Lack of Confidence
- Failure to Thank Following Interview
- Disorganized

