**Interview Tips** mchang@sd43.bc.ca

**Body Language** –

* Have eye contact
* Show enthusiasm for the position – smile!
* Have confidence (fake this if you have to)
* Mind your posture. Are you slouching? Are you fidgeting?

**First Impressions** –

* Wear interview appropriate clothing
  + NO jeans, hoodie, sweatshirt, revealing clothing
  + Depending on if it is casual, business/ professional, non-professional, college job interview or internship, refer to: <https://www.thebalancecareers.com/best-interview-attire-for-every-type-of-interview-2061364#:~:text=Generally%2C%20a%20job%20interview%20calls,a%20statement%20dress%20is%20appropriate>.
* Make sure your hair looks neat and presentable
* Look clean! Take a shower. Make sure you have no body odor.
* Be polite to everybody in the company – janitor, receptionist .. they most likely all know each other and will talk.
* Turn your cellphone **off.** It looks bad if it rings or buzzes during your interview!

**What and how you say things** –

* Don’t talk to the interviewer in the same way you would talk to a friend.
  + Try not to use too much slang and do not use swear words.
* Use appropriate vocabulary
* Try to be original: what will make you stand out from the crowd? If you give a generic answer, they likely will not remember you. Try to tailor the answer that will speak to you and your experiences.
* **What are your weaknesses** – The best answer is to pick an actual weakness and mention what you are doing to improve it
  + **DON’T** say “I work too hard” “I just give too much of myself” “I don’t have any” or anything of that nature. Those are obvious cop-outs.
  + **DON’T** give evidence of poor character (i.e. “I’m lazy” “I hate people” “job interviews” even if that is true)
  + Examples of good answers: “I’ve never had a chance to work with “xyz” before, but I have been researching “xyz” and am keen to use it.” “I tend to be forgetful, but I now set up alarms, calendars and other reminders to make sure I will remember important events!”

**Practice!** – Ask your career advisor, ask your friends, ask your family to practice with you! They may notice things about your behavior that you didn’t notice.

**What to bring to your interview –**

Yes, you likely already sent them these, but to look prepared, bring a portfolio that includes:

* Your list of references
* A list of questions to ask the interviewer (at the end when they ask “Do you have any questions for us?”, make *sure* you have questions prepared i.e. “What kind of training will I receive?” “What is the typical day like for an a person in x position?” “Why do you like working here?”, do **not** say you don’t!)
* Extra copy of your resume/ cover letters
* A pen and paper

**What *not* to bring to your interview** –

* A coffee cup - Competitor products - Your parents
* Candy/gum - A hat - A bad attitude

**Follow-up**

* This is optional, but often leaves a good impression -> Write a thank-you note that reiterates your interest in the position, and a good time to include how you think you can contribute to their company if you left anything out during the interview.

**Illegal Questions-**

* The interviewer *cannot* ask you your age, race, ancestry, religion, colour, sex, physical/ mental disability, place of origin, political beliefs, family status, and sexual orientation (unless directly related to the position) under the Employment Standards Act of BC. You do not and should not answer these questions

**Types of interviews** –

**Telephone/ Screen** – Cost-effective ways for employers to evaluate candidates. Have your information about your qualifications in front of you (treat it like an open book test).

**Individual/ personal Interview** – The one most people are familiar with. Held face-to-face usually at the company office. May range from 30 – 90 min.

**Panel Interview** – You will be faced with a small group of people interviewing you at once. Make eye contact with each interviewer when you are answering, not just the person asking the question.

**Group Interview –** This is when you are interviewed along with other candidates at once. Make sure to be courteous to the other candidates and listen to them as well. Act more like a team player, and not like everybody is your competition.

**Second-interview** – Congratulations! You made it past the first interview! Sometimes the company will conduct a second interview if they would like to know more about you. These interviews will typically take longer than your first interview, and may include more people than just the hiring manager – HR, office staff, heads of department.

**Task-oriented/ Test Interview** – These interviews will ask you to perform a task related to your desired position. May ask to demonstrate analytical abilities, problem solving, or technical knowledge/ skills.