

***BEFORE THE INTERVIEW:***

- Collect relevant information regarding the job, the organization. This may include visiting the organization's web site, visiting their publication centre to obtain copies of their annual reports, publications etc.
- Prepare answers to a list of typical questions and practice answering them out loud (with someone or using a tape recorder).
- Prepare a list of questions to ask at the end of the interview.
- Make fresh copies of your Resume; prepare a reference list (if needed).
- Review and study the job description (duties and skills required).
- Be sure to get some R&R (rest and relaxation) including a good night sleep.
- Plan your personal appearance the night prior to your interview (e.g. what to wear).
- Eat light, especially at lunch. Check your oral hygiene.
- Check appearance immediately prior to the interview. Drink if your are thirsty.
- ensure proper timing (e.g. know the exact location, check weather & traffic to arrive at least 10 minutes ahead of time).

***DURING THE INTERVIEW:***

- Be prepared to give the interviewer(s) a SOLID handshake.
- Maintain eye contact, looking at each interviewer alternatively.
- Show enthusiasm and smile where appropriate. Use humour tastefully.
- Memorize and use the interviewer(s)' names.
- Take deep breaths and relax throughout the interview (avoid nervous movements).
- If a seat is not indicated to you, sit where you will face all interviewers.
- Throughout the interview, sit comfortably and appropriately and watch your posture and body language.
- Be yourself and act naturally, but never let your guard down. This is an **OFFICIAL moment** - no matter what the circumstance or atmosphere, **stay in your role**.
- Organize your thoughts before responding to the questions (e.g. taking notes or planning your responses, respecting silences). Take notes discreetly on a subject you wish to address later.
- Ask the interviewers to come back after to a question on which you are not sure.
- Be brief and to the point in your answers. Speak clearly to be well understood.
- Do not interrupt interviewers. Listen to the question carefully before answering.
- Return to a question if you think of more information to add.
- Avoid being critical of past supervisors and organizations. Remember that you not only represent your self but your current employer or institution (ALGONQUIN).
- At the end of the interview, ask questions you prepared in advance (avoid discussing salary or leave options).
- If the manager is present, study his/her body language and personal style. Ask yourself if this is someone with whom you would be at ease.
- Shake the interviewers(s) hands at the end and thank them.

***AFTER THE INTERVIEW:***

- keep a positive outlook.
- Do a self-evaluation of your performance during the interview. Write down the questions you remember and with which you may have experience difficulty, in order to review them later.
- Whether you are successful or not, this has been a “learning” experience.
- If you are unsuccessful, keep the interviewers’ names on file as possible members of your networking. Do NOT take it personally keep at it!

<i><b>PREPARATION</b></i>	<b>YES</b>	<b>NO</b>
<b>The night before: things to remember</b>		
a) Review job description and research		
b) Review resume - know it completely		
c) Check interviewer's name - know it		
d) Review the route to the interview location		
- prepare alternate route		
e) Confirm time of interview		
f) Check weather forecast - allow adequate time for travel		
g) Layout clothes to wear (neat, clean and conservative)		
h) Plan personal hygiene		
i) Review typical questions and planned answers		
j) Have extra copies of resume and reference list		
<b>At the office: before interview</b>		
a) Arrive 10-15 minutes early		
b) Let secretary or Front Desk know you have arrived - check in		
c) Sit down and look busy while you wait:		
(i) Review resume -research		
(ii) Read company literature		
(iii) Review questions and job descriptions		