

Interview tips

Before your interview, make sure to find out if it's an in-person interview, a phone interview or a video interview.

Prepare for the interview

Make sure you have time to prepare for your interview. This will help you to feel more confident.

To prepare for an interview, it's important to:

- read the job description (duties, requirements) carefully and understand what skills and experience the employer is looking for.
- Research the position and organization (e.g., mission, goals, etc.) prior to the interview. Do not assume you know everything about the organization even if you have experience with the organization. Always do your research.
- do some research on the company's website
- look over your CV or application form and think about what the interviewer might ask you.
- practice interviewing. Take the time to research and review typical interview questions to help give you a framework for your responses. Be sure to review the competencies outlined in the announcement as that may be a guide in determining what type of interview questions may be asked of you.

On the day of the interview

To feel prepared for an interview, you'll find it useful to:

- give yourself plenty of time to arrive
- turn off your phone so you're not distracted
- check your computer and internet connection is working if your interview is online
- be ready to start the interview 5 to 10 minutes before. Remember you get one chance to make a first impression
- know how to contact the interviewer in case you're running late or having technical issues

During the interview

- Be prepared to summarize your experience in about 30-60 seconds and describe what you bring to the position.
- Listen carefully to each question asked. Answer questions as directly as possible. Focus on your achievements relevant to the position using examples of how your knowledge, skills and abilities fit the job. Be sure to ask the interviewer to restate a question if further clarification is needed.
- Remain positive and avoid negative comments about past employers.
- Be aware of your body language and tone of voice. Remain engaged by giving your full attention to the interviewer.
- Take limited notes, if desired.
- Be sure to ask any final questions about the organization or the position.
- Reinforce your interest in the position and thank the interviewer(s) for the opportunity to interview.
- If you have a virtual interview, ensure your space is quiet and free of distractions. Use a headset if you have one available.
- Make sure you're ready to ask your own questions that you prepared earlier.

True-or-false questions:

1. It is important to know the specific type of interview format before the interview day arrives.
2. You should prepare to summarize your experience in less than 30 seconds during the interview.
3. It is advisable to check your computer and internet connection only if the interview is in-person.
4. During the interview, you should focus on your achievements relevant to the position using examples.
5. It is acceptable to take extensive notes during the interview to refer back to later.