



JOB INTERVIEWS



The job interview is the most important part of the job search and therefore requires much consideration and preparation. Your goal is to convince the interviewer that you are the best candidate for the position. When you are granted an interview, you only have one chance to make the best possible impression.

DO'S:

- Dress appropriately and be well groomed
- Make sure that your credentials are up to date and have copies of necessary documents (e.g. resume, license, references)
- Let the interviewer take the lead in the conversation
- Show respect for the interviewer
- Exhibit poise and self-control and try to overcome nervousness
- Act naturally and maintain eye contact
- Be pleasant and friendly, if a hand is offered, give a firm handshake
- Answer questions honestly and speak clearly
- Emphasize your qualifications for the job and your interest in it
- Speak in terms of specific jobs, rather than saying "I'll take anything"
- Ask intelligent questions
- Thank the interviewer for his or her time as you leave

DONT'S:

- Bring other people to the interview or be late
- Chew gum
- Interrupt the interviewer while he or she is talking
- Mention personal, domestic, or financial problems
- Freeze or become tense or emotional
- Become impatient or limit your time for the interview
- Use negative body language such as crossing your arms
- Prolong the interview unnecessarily
- Suggest how the employer should run his or her business
- Be overconfident or talk too much
- Give the impression of entitlement
- Display a feeling of inferiority or sound unsure of yourself
- Fidget (e.g. tapping your foot or playing with your hair)

COMMON INTERVIEW QUESTIONS

TELL ME ABOUT YOURSELF

The interviewer doesn't want to hear your life story. He or she is interested in your achievements and what you're looking for in a job.

WHAT IS YOUR GREATEST STRENGTH? WHAT ARE YOUR WEAKNESSES?

You shouldn't tell the employer about something that has nothing to do with your working life. Maybe you're able to keep a cool head in tense situations. Maybe you're always determined to see a job through to completion. Don't tell the employer that you are a strong swimmer unless it applies to the job.

When asked about your weaknesses, too many people respond willingly, listing all of their weaknesses and talk themselves out of a job. The basic rule here is to never give a negative answer, try to come up with a positive response while still being honest. Mention only items that relate to the job for which you are applying.

For example: "I am very goal oriented and when given a new task that can be completed quickly, I will stop what I am doing to finish it. But I have found I actually end up losing a lot of time. I have been working on my time management and prioritizing to ensure I am maximizing my time and completing all of my assigned tasks."

WHAT DO YOU THINK YOUR PREVIOUS BOSS WOULD SAY IS THE MAIN AREA IN WHICH YOU NEED IMPROVEMENT?

Again, try to avoid a totally negative response. If there was some area in which your former employer found you somewhat lacking, name it but explain the steps you took to improve it, stressing some of your positive qualities. E.g. time management but I have since begun to use a planner and noticed a considerable improvement in my productivity.

WHY DO YOU WANT TO WORK HERE?

The interviewer wants to know how your skills and career goals might contribute to the company.

WHY SHOULD I HIRE YOU?

You should assure them that you'd be an asset to the company because of some skill or ability that you possess.

WHAT DO YOU DO IN YOUR SPARE TIME?

Many employers prefer employees who have outside interests. These people are usually better workers on the job. This is your chance to reveal personal interests (e.g. reading, fishing, painting etc.). It is ideal to state the hobbies that might align with the position you are applying for.

DO YOU HAVE ANY QUESTIONS?

You should be ready with some questions. Have at least one as this shows some prior thought and interest. Avoid asking questions about how much you get paid, but rather concentrate on questions that show your interest in the job itself. It is also okay to ask when would the successful applicant be expected to start.

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