



Centre Partenaires pour l'emploi
Partners for Employment Centre

**YOUR RESOURCE AND EXPERTS IN
EMPLOYMENT**

GUIDE TO A SUCCESSFUL JOB INTERVIEW

2020

**EMPLOYMENT
ONTARIO**

You only get one chance to make a lasting impression

- Clothes: to make a good impression wear clean, neat and appropriate clothing for a job interview (no ripped clothing, “street” clothing or bare midriffs)
- Shoes: clean, in good repair
- Personal hygiene: shower, shampoo, brush teeth, manicure, use deodorant, mouthwash or breath mints

Interview dos and don'ts

Do's

Before:

- Update and complete your résumé
- Research company / companies you are interested in applying to
- Practise your answers
- Prepare questions to ask, bring two or three questions to ask the employer
- Bring paper and a pen
- Bring extra copies of your résumé, and bring a list of references
- Be on time
- Turn off cell phones and pagers

Don'ts

- Don't smoke or wear perfume/cologne.
- Don't wear sunglasses, caps, hoods
- Don't emphasize money or benefits
- Don't be indecisive
- Don't make excuses
- Don't criticize anyone
- Don't be too aggressive
- Don't talk too much
- Don't fidget or slouch
- Don't approach employers in groups
- Don't bring anything to eat or drink (coffee, pop, gum, etc.)
- Don't use colloquial language (casual communication/slang)

Interview dos and don'ts (continued)

During:

- Greet each person
- Maintain eye contact
- Seek clarification if you don't understand a question
- Have a positive attitude: smile and nod
- Be honest
- Show you're a team player
- Give the employer your undivided attention
- Ask about the next step

After:

- Follow-up on any requests made by the employer



Popular Interview questions

1-Why do you think you are a suitable candidate for this job?

When interviewers ask this question, they want to see if your background, life experience and interests are compatible with the position for which you are applying. Select the attributes, experiences and skills that describe you in terms of how they have prepared you for the job.

2-Tell me about yourself.

The interviewer is looking at the skills and abilities that you have gained through school, extracurricular activities and work experience. You can mention school activities, volunteer work, paid work and/or cooperative education experience.

3-What are your greatest strengths?

Do not stop with one. Give them two or three of your top strengths. Use examples to illustrate how good you really are.

4-What are some of your weaknesses/areas for improvement?

Select an area you would like to develop or have already worked on and have taken major steps in improving. For example, pick a subject or activity you are working on – homework, club or sports, work-related project.

5-What do you know about our company? Why do want to work for us?

This question gives you the opportunity to tell the interviewer just how wonderful the company and organization is. This is where all the research you have done will come in handy. Knowing as much as you can about the company's culture, mission and projects will prove to be extremely helpful in answering this question. People who don't take the time to do the research may not be considered. Share with them that you use and enjoy their products.

6-What can you do for our company? Why should we hire you?

Research is the key here as well. If you have done your research, then you will know and understand exactly what the company hopes to acquire with this new position. Focus your answer on how you have the skills, abilities and talent to benefit the organization.

7-What kind of wage are you looking for?

A discussion of salary does not usually come up in your first interview but later in the process. If you do not have to discuss wage, give an appropriate range. Try to overlap your range with the estimated regional wage range (<https://www.jobbank.gc.ca/home>), again, research is extremely important. Another way to handle this question is by asking the employer what type of salary they feel is appropriate for the responsibilities of the position to which you are applying. Try not to be the first one to bring up salary.

8-What are your long-range career goals?

Do not say anything that might cause the company to believe this is just a short-term position until you find something better, or that you may be using their ideas/clients to start your own business. It is important to address this question in terms of things that you hope to do or accomplish within the company.

9-Do you like overtime?

When asked this question, you may want to clarify the employer's overtime expectations by asking whether or not the position to which you are applying will require overtime work. After clarifying the employer's expectations, the best approach for this question might be to say that you are willing to work overtime when needed, but that you also have other interests and activities that you like to participate in after hours.

10. How do you resolve interpersonal conflicts in the workplace?

How have you dealt with a difficult customer or co-worker in the workplace? In today's economy where most companies expect you to be able to work in a team, it is crucial that you get along with people, and also that you are able to communicate and resolve problems with co-workers in a professional and productive manner. Give an example of the steps you took in resolving a conflict or difficult situation at work/school.



Additional tips for doing well in a video interview

Before the video interview:

- Familiarize yourself with video conferencing tools: Zoom, Go to Meeting, Skype and Spark Hire
- Prepare interview questions and practice answering them in front of a mirror
- Practice : do mock interviews with someone
- Ask for constructive criticism after mock interviews

During the video interview:

- Take care of your appearance and dress for success
- Have good posture
- Have a light background
- Pay attention to your tone of voice: speak at an appropriate speed and volume
- Be aware of your non-verbal language: it can say more about you than your words
- Smile and nod
- Have good eye contact with the interviewer
- Speak with confidence

Tips for doing well in a telephone interview

1. Take your phone interview as seriously as an in-person interview. Be sure to research the company, study the job description, and practice your answers to potential questions, just as you would any other interview.
2. Have your résumé and cover letter in front of you. You will undoubtedly be questioned about information appearing on these documents.
3. Take some notes on the most important points you want to develop with the recruiter(s). Are there certain skills or experiences that you want to focus on? Do you have certain interests or passions that you want to share with your recruiter(s) so that they understand(s)?
4. Use a good quality phone. This is definitely not the time to use a cell phone with poor reception, or a poor quality phone that makes it difficult for you to understand the recruiter(s).
5. Take a shower, get dressed, and take care of your appearance. Focusing on your appearance, just as you would in a regular interview, will put you in the mood psychologically. You won't do as well in your phone interview if you're lying in bed, or lying in your pajamas on your sofa.
6. Stand or sit straight at a table or desk. Again, you have to consider the psychological aspect and the state of mind. Research has shown that we project ourselves better when we are standing and that we will then feel more confident and competent.

Source:

<https://www.monster.ca/fr/conseil-carriere/article/maitriser-lentrevue-telephonique>