



INTERVIEW GUIDE

Three simple areas of focus.

Information and tips to help prepare and make you feel confident for your next interview.

HUNT AND GATHER

It is said that you should “research and prepare” before an interview. But what if you don't know what you should be researching or preparing?

Here is a guideline of what areas you should research and review when you first begin to prepare for your next interview.

#1 - The Company

- As you research the employer, pay attention to what's written on their website regarding the company's values and mission. You can also learn more about the company culture by following the organization on its social media networks.
- Look for key players in the organization and who you will be interviewing with. Find them up on the company website and LinkedIn.
- As a potential employee, you need to have a general idea of who the company's clients are and the types of products and services are offered.
- Skim over any current news or relevant events that have taken place recently. Check press releases, news outlets, and company social media to inform yourself.

#2 - The Job Ad or Description

- You should have a strong knowledge of what the role is asking for by reviewing the job posting in detail.
- As you work through the job description, prepare notes on how you have the skills and experience required to hold this position successfully. This enables you to position yourself as the best candidate.

#3 - Your Resume

"Walk me through your resume" is a very commonly asked interview question to get the ball rolling. Knowing your resume story, what skills to highlight and your top achievements to draw attention to during the interview is essential.

- If you stated, you achieved something to make sure you can clearly explain how you achieved it. If you stated you have a certain skill, ensure you can speak about the skill so the interviewer believes you can perform it.
- *Example: "You increased profits by 26%, was this company-wide profits or a certain division and explain the details of how you achieved this?"*

PRACTICE, PRACTICE, PRACTICE!

The key to exuding confidence in an interview is how much your practice beforehand. We all feel ridiculous practicing our interview answers out loud beforehand, however, this is the most important step. So get comfortable with being uncomfortable. Here is a checklist of what you should be practicing before you step into your next interview.

#1 - Your Elevator Pitch

The question *"Tell me about yourself"* seems simple, but it normally can stump people when asked on the fly to offer information about themselves. Here are a few quick tips to answering this question.

- This should be a 4-6 sentence summary of your background and your skill highlights.
- Keep it professional. They are not looking for your personal highlights.
- Practice your multiple options so that they flow freely. Remember that you should be able to ramble it off effortlessly in an elevator.

#2 - Top Interview Questions

- Tell me about yourself
- Walk me through your resume.
- What do you know about our company?
- Why would you like to work for this company?
- Strength and weakness
- What would your previous employer/coworkers say about you?
- Why are you the best person for this role?
- How Do You Prioritize Your Work?
- How Do You Deal With Pressure or Stressful Situations?
- Tell Me About a Challenge or Conflict You've Faced at Work, and How You Dealt With It.
- What's a Time You Disagreed With a Decision That Was Made at Work?
- Tell Me About a Time You Demonstrated Leadership Skills.
- Where Do You See Yourself in Five Years?
- What Are Your Salary Expectations?

#3 - Interview them!

Remember that this interview is a two-way street, and you need to feel comfortable about the company you may potentially be a part of. Finalize the interview questions you will be asking so that you are prepared when they ask, *"Do you have any questions for us?"* Here are a few of my favorite questions to ask your interviewers when the time is right.

- What does a typical day look like in this role?
- If I was a successful candidate, what would the first priority of this role be?
- What metrics will be used to measure the performance of this role?
- What's the company and team culture like?

READY, POLISH, GO!

Now that you have prepared as much as possible for the upcoming interview, it is time to polish everything, so you are presentable and confident on the big day.

Here are a few final items to prepare and tips to help you feel prepared.

#1 - The Polish Checklist

- Choose your interview outfit. Dress professionally and to impress. Even if the environment is casual, effort should be placed on how you present yourself. Remember: You only get one first impression.
- Prepare your company research and interview notes to take with you. Write them in quick and easy to read bullet points for a quick reference or prompts during the interview.
- Print a copy of your resume to have on hand as a reference or in case you are asked for it.
- If interviewing in person, outline your travel plan to the interview. Allow yourself extra time to travel as well as to arrive 10-15 minutes early.
- Once you have arrived, head to the bathroom or find a quiet place to sit. Take a moment to take a deep breath, glance over your notes, and allow yourself to settle into the space.
- When being greeted, extend a firm handshake and make eye contact with confidence.
- ROCK YOUR INTERVIEW! You've got this!

Following this interview guide is going to help you feel confident and prepared for your next interview. If you feel that having additional help to formulate your answers,

TinyHR offers 1:1 interview coaching.

To learn more about TinyHR's interview coaching and career services, visit the website www.tinyhr.ca