

TOP 5 INTERVIEW STRATEGIES

A job interview is an **opportunity** to elaborate on your resume and to explain why you would be a good addition to a work team. It is also a chance to see if the company and position are a good fit for you. The interviewers will assess your personality, skills, and experience. The interview may be online, in-person, or by phone.

Here are questions to ask yourself in preparation for a job interview:

- What does the company or organization do? What are their main priorities or goals? Who are their clients?
- What are the duties of the position? How can you explain your skills and experience in a way that shows you can do the job well?
- What special skills, knowledge, or experience do you bring to the position? What makes you stand out?



REMEMBER:

CDS staff are happy to help you prepare for your job interview! We can meet with you to prepare and we offer mock interviews virtually or in-person to let you practice in a safe place with supportive people. **This is a free service.**

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THINK AHEAD

Confirm the time and location of the interview. If you can, ask if there will be a written or practical part and also find out how many people will be interviewing you. Test any technology you will need in advance. Plan for travel and childcare. Be prepared for the interview to take at least one hour.

KNOW THE JOB

Learn about the job and the employer in advance. You can learn about the position and the company using the job posting, their website, social media, and any contacts you may have. If you are well prepared, you'll be more comfortable during the interview, and you'll impress the interviewer.

KNOW YOURSELF

Be able to explain how your experience and skills make you an excellent candidate for the position. Keep the job ad so you can remember what the employer is seeking. This knowledge will guide what skills and experience you emphasize in the interview. Practice questions you expect in the interview with a friend or CDS staff.

INTERVIEW DAY

Dress professionally with good hygiene. Arrive early, go alone, be polite and show enthusiasm! Listen carefully to questions and follow instructions. Do not bring up salary or benefits at the interview. Prepare a question to ask about the position or next steps in the hiring process.

FOLLOW UP

Thank the interviewers for their time and consideration. Send a thank you note! Follow up if you do not hear back in the expected timeframe.