



Interview Tips

FOR GETTING THE JOB

1 Know the organization and industry you are interviewing with. Do your research.

It is helpful to know about the organization you are interviewing with and know the industry you are interviewing for. This shows the interviewer that you are genuinely interested in the position. You start by looking through their website and social media pages. Make sure you understand what the organization does and how it works.

2 Prepare for the Interviewers Questions.

Anticipate some of the common interview question and know your answer. You should also be prepared to highlight your strengths and explain why you are a good fit for the position.

Common Interview questions:

- Why do you want to work at this company/ in this position?
- What are your strengths/ weaknesses?
- Talk about a time you have failed/ succeeded.

3 Prepare questions for the interviewer.

Come to the interview with questions you have for the interviewer. These should be questions you have about the organization or the position. Interviews are a two way street so don't be afraid to ask questions to make sure it is somewhere you would like to work.

Example questions:

- What are examples of tasks that this position is responsible for?
- Will there be training and professional development opportunities?

4 Dress to Impress.

When you go to an interview it is better to be overdressed, than to be underdressed. If you are unsure of the appropriate attire, it is best to play it safe and wear neutral colors with simple patterns. It is also recommended that you do not wear cologne/ perfume in case the interviewer is sensitive to strong smells.

5 Send a Thank You Letter or Email

Send a thank you note after every interview. Write a custom letter based on what was discussed during the interview, such as " I was excited to hear about..." or " I am interesting in learning more about..." Make sure to send the letter or email the day of, or the day following the interview.