

INTERVIEW GUIDE

INTERVIEW
PREP
CHECKLIST

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Welcome

This Checklist was created to assist you in taking actions that will prepare you for successful interviews. "If you fail to prepare, then prepare to fail."

It is important to start making preparations, the minute you've decided that you wish to enter the job market.

Interviews may last from 15 minutes to an hour, and may be done in stages or rounds, Understanding the stages of the interview will allow you to have a greater advantage, because you would've been anticipating the questions.

Follow the below checklist and tips in order to get prepared.

Checklist

PRE- INTERVIEW

Write down at least 5 things about yourself. This is to prepare for the interviewer's question. Tell me a little about yourself .

- i. Who you are?
- ii. Where you've studied?
- iii. Where you've worked?
- iv. Hobbies ?

.Update your linked in and social media account. Interviewers will check to see your .accounts to see if it corresponds with your resume.

- i. Enter your information in google to see what is displayed
- ii. Block social media accounts if you wish to keep your information private
- iii. Ensure that your Linked in and Resume corresponds
- iv. Your greetings should be professional.

Update your resumes and cover letters to reflect recent accomplishments

- I. Check that your certificates are added
- II. Add your previous jobs
- III. Add your responsibilities
- IV. Check for grammar and spelling

Rehearse in front of a mirror daily or rehearse with a family member in order to get comfortable doing interviews.

- i. Why should we hire you?
- ii. Describe a scenario where you had to handle a difficult customer?
- iii. Why do you want to work for this company?
- iv. Where do you see yourself 5 years from now?

.Research the company and interviewer that will be interviewing you and document key points such as values and how those values and mission, ties in with your long term and short term plans.

■ .Ensure that all records are clean or purged for background checks.

i.If you do have a criminal record, it's important to discuss that with your interviewer so that the background check isn't a surprise.

ii.Check if you have outstanding parking tickets/or demerits.

iii.Order a credit report to see your credit score if warranted.

■ Prepare questions for the interviewer such as;

i.start date

ii.work hours

iii.and salary if it wasn't outlined on the website.

Day of The Interview (TIPS)

Dress appropriately- Make a lasting impression.

Arrive early; if it's an online interview, check that all internet connections, wires and devices are connected.

i.For online interviews, arrive at least 5 to 10 minutes before the interview begins to ensure that the log in information works.

ii.For in person interview, arrive 30 minutes prior the interview.

iii.Sit upright and smile.

iv.Greet the interviewer by name.

v.Allow the interviewer to lead and then answer questions accordingly.

Greet the interviewer by name;

i.Sit upright and smile

ii.Allow the interviewer to lead and then answer questions accordingly.

iii.Answer all the questions respectfully and confidently.

iv.Its ok to be nervous, if you make a mistake, start over.

v.If you don't understand a question, it's ok to ask for clarification.

Thank the interviewer for taking the time to conduct the interview and send a thank you email.