

Before the Interview: Checklist

Body Language:

- Avoid touching your face, rubbing your neck, or clasping your hands.
- Sit in a relaxed position, and avoid spreading the knees far out to each side or crossing your legs.

How to Dress:

- Dress “one notch higher” than the position you are interviewing for.
- Consider the type of position you are interviewing for and dress accordingly.
- Avoid ripped or revealing clothing.
- For men, trim beards or moustaches. For women, avoid heavy makeup.
- Pay attention to personal hygiene, especially body odour.

Leaving a Positive Impression:

Make sure you can demonstrate 7 or more of these abilities:

- Ability to work with a team
- Positive attitude
- Flexibility and adaptability
- Ability to learn
- High performance
- Professional ethics
- Responsibility
- Good balance between quality and quantity (i.e. speed and productivity)
- Reliability
- Ability to analyze and evaluate
- Common sense
- Creativity and inventiveness
- Intelligence
- Education
- Enthusiasm
- Technical abilities in a computerized environment

Explaining Why You Left Your Last Job:

- Do not negatively criticize or discredit any of your previous jobs or managers or become negative about the departure itself.
- Talk about the situation objectively, focusing not on your own dissatisfaction, but how the environment and you may not have been a good fit.
- Be aware that the interviewer may contact your former boss to gain more insight into a dismissal – if that is the case, give your former boss a call if necessary to gain some closure.
- In the case of a dismissal, try to minimize talk around it and focus instead on your strengths and abilities.
- If you left your last job under negative circumstances, ask others who you had worked with to provide a positive reference.

Going In Fully Prepared:

- Do some research on the company beforehand. Check out their website, news articles and social media
- Read the job description thoroughly and be well-informed about the position
- Take extra copies of your resume and cover letter.
- You may want to ask a friend to practice with you.

Thinking On Your Feet:

- Go in calm and relaxed
- If you are somehow late for your interview, apologize for your mistake, offer to wait or reschedule at the convenience of your interview, explain how the error occurred, and stress that this is a rare occurrence and would never happen again.
- Pause, take a deep breath, and think carefully and slowly about each question before answering.
- Bring two copies of your resume. One can be placed in front of you to refresh your memory on your achievements.
- It is also ok to clarify with the interviewer at the end of your answer by asking, “Is this what you’re looking for?” or “Does this answer your question?”

- If you do not know the solution to a technical question, talk about the process you would go about in finding a solution
- Have clear and concise answers – don't talk about yourself too much. Show interest in the company and their projects or services.
- Pay attention to the interviewer's reactions – see if he/she wants you to give more detail or not.

Questions You Should Ask (And Avoid Asking):

- Ask questions relating to why the role interests you and what you would like to know more about (immediate supervisor, team members, a typical day)
- Avoid asking about wages or benefits in the first interview
- Ask questions out of curiosity and not in a way that implies criticism.

The Telephone Interview:

- Be enthusiastic, clear and concise with your answers, as the interview may last only 5 minutes.

Salary Expectations:

- When asked about salary expectations, answer honestly and directly.

The Video Interview:

- Look at the camera, not the screen to maintain eye contact
- Keep your Skype username, profile and picture professional
- As in a regular interview, dress the part and watch your body language
- Keep your backdrop neutral and remove any distractions
- Close all other applications on your desktop
- Use notes as a "cheat sheet" but don't rely too much on them
- Tweak the audio ahead of time
- Follow up, as with a regular interview
- You may wish to practice with a friend if you are unfamiliar with the software