

Key Points to Consider About the Job Interview

Before the interview

- Update your resume and make a skill assessment to be well prepared for the job interview.
- Be informed about the company (date of founding, services offered, number of employees, etc.) and tasks related to the job.
- Dress appropriately.
- Arrive on time or even several minutes early.
- Be polite with everyone you meet.

At the interview

- Remember that the first five minutes are often what determines the employer's decision.
- Create a good impression by smiling, giving a firm handshake and making direct eye contact, in a friendly, enthusiastic and confident manner.
- Listen carefully. Make sure you hear and understand each question. It is perfectly fine to ask for clarification.
- Take your time and provide specific, articulate answers to the questions.
- Refer to your work experience and your studies, and particularly to your accomplishments. For example, mention your skills and how you can add value to the organization.
- Ask questions about the organization or management, training opportunities, challenges facing the organization, etc.
- Avoid asking questions that the employer has already answered and questions concerning salary, vacation and leave.
- For your last question, ask the interviewers when they will be making a decision and how they will be informing the candidates.
- Thank the interviewer, restate your interest in working with them, and leave.

After the interview

- Make some notes on the questions that were asked and which ones you think you did well or poorly on. This will help you prepare for future interviews.
- Send a thank-you letter to the interviewer(s) to thank them for their time and to remind them that you are still interested in the job. Send the letter one or two days after the interview and make sure you write the interviewer's name correctly!

If you are selected:

- Be enthusiastic and thank the employer
- Request clarification on the job: First day of work, hours and wages, what to bring, etc.

If you have not heard from them:

- Follow up with the organization if you have not heard from them by the agreed-upon date.

If you are not selected:

- If you do not get the job, consider calling the interviewer for feedback on the interview: Did I seem adequately prepared? Was there something I didn't say? How could I do better in the future?
- Don't be discouraged! The purpose of interviews is to find out what works best for both parties. You can improve your interview techniques through preparation and practice.