

HOW TO



PREPARE FOR AN INTERVIEW

RESEARCH THE ORGANIZATION



FAMILIARIZE YOURSELF WITH THE COMPANY'S VALUES, MISSION STATEMENT, SERVICES, RECENT ANNOUNCEMENTS AND GROWTH

COMPARE YOUR QUALIFICATIONS TO THE JOB'S REQUIREMENTS



ANALYZE THE JOB DESCRIPTION BY TAKING NOTE OF THE REQUIRED SKILLS LISTED. HOW DO YOU MATCH THESE?

REHEARSE INTERVIEW RESPONSES



MOST INTERVIEWS INVOLVE A COMBINATION OF OPEN-ENDED, BEHAVIOURAL, AND/OR SITUATIONAL QUESTIONS

CONSIDER YOUR FIRST IMPRESSION



A FIRST IMPRESSION WILL BE BASED ON YOUR ABILITY TO DRESS PROFESSIONALLY AND USE PROFESSIONAL MANNERISMS

PREPARE QUESTIONS TO ASK THE EMPLOYER



DEMONSTRATE YOUR INTEREST IN THE EMPLOYER BY ASKING THEM TWO QUESTIONS AT THE END OF THE INTERVIEW

THANK YOU AND FOLLOW UP



SINCERELY THANK THE EMPLOYER AND FOLLOW-UP IF NECESSARY TO SHOW FURTHER INTEREST

TO LEARN MORE AND PRACTICE INTERVIEWING, CHECK OUT BIG INTERVIEW'S RESOURCES AND TOOLS:

biginterview.com

** SIGN UP FOR FREE WITH YOUR LAKEHEAD STUDENT EMAIL ACCOUNT **



Lakehead
UNIVERSITY

Student Success
Centre