

Interview Do's

- Find out the names and titles of each of the interviewers when you are invited to the interview
- Be prepared (review and analyze the job description in detail. Be sure you know what the position requires)
- Make a good first impression (smile, handshake, greeting, etc.)
- Arrive early
- Appear organized
- Be a good listener (listen carefully and do not interrupt)
- Think before you answer
- Always answer truthfully and tactfully (sell yourself without bragging)
- Look at the interviewer (direct your gaze to the person asking the question)
- Be calm and poised
- Remain focused and positive
- Have your resume, cover letter and company information at hand in case the interviewer would like a copy
- Be concise and professional when answering questions
- After the interview, make notes about what you learned
- Send a thank you email (thank them for their time and tell them again that you are interested in the position)
- Follow-up (ask where they stand in the hiring process/when should you hear?)

Employment Ontario Workshop: Acing the Interview

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- Request feedback on your interview performance (if selected or not selected)

