

# Preparing for Interview

Job interviewing never seems to get any easier - even when you have had more interviews than you can count. You are meeting new people, selling yourself and your skills, and often getting the third degree about what you know or don't know. Here are job interview tips to help prepare you to interview effectively. Proper preparation will help alleviate some of the stress involved in job interviews.



## Practice

Practice answering interview questions and rehearse your responses to the typical job interview questions and answers most employers ask. Think of actual examples you can use to describe your skills. Providing evidence of your successes is a great way to make an impression.



## Prepare

Prepare a response so you are ready for the question "What do you know about our company?"

Know the interviewer's name and use it during the job interview. If you're not sure of the name, call and ask prior to the interview. Try to relate what you know about the company when answering questions.



## Get Ready

Make sure your interview clothes are neat, tidy and appropriate for the type of firm you are interviewing with. Bring a nice portfolio with copies of your CV. Include a pen and paper for note taking.



## Be On time

Be on time for the interview. On time means five to ten minutes early. If possible, travel to the office ahead of time so you know exactly where you are going and how long it will take to get there.



## Stay Calm

During the job interview try to relax and stay as calm possible. Take a moment to regroup. Maintain eye contact with the interviewer. Listen to the entire question before you answer and pay attention - you will be embarrassed if you forget the question.



## Show What Your Know

Try to relate what you know about the company when answering questions. When discussing your career accomplishments match them with what the company is looking for.