



Helene Martucci Lamarre Karen McClughan

# CAREER FOCUS CANADA

## CHAPTER 8

# INTERVIEWING: HOW TO BEST PREPARE

YOU CAN SUCCEED IF OTHERS DO NOT BELIEVE IN YOU. BUT YOU CANNOT SUCCEED IF YOU DO NOT BELIEVE IN YOURSELF.

Dr. Sidney Newton Bremer



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- Company Research
- Preparation: The Key to Interview Success
- Types of Interviews
- Forms of Interviews
- Dressing for Interview Success



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- Benefits of Company Research
  - Determine companies to apply to
  - Create better cover letters and resumes
  - Perform more effectively in interviews
  - Make informed employment decisions



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### What to Research



- Products/services
- Parent company/ subsidiaries/locations
- Number of employees
- Annual sales/profits
- Potential for growth
- Position in the industry

- Major competitors
- Organizational structure
- Management style
- Corporate mission or vision statement
- Philosophy on training and development
- Recent news stories



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- Preparation: The Key to Interview Success
- Research company/position
- Research typical interview questions
  - Practise answers out loud
- Research competitive salaries
  - Your own requirements
- Mock interview



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- Types of Interviews – pg.114
  - Referral
  - Screening
  - Selection



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### Forms of Interviews



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- Directed
- Unstructured
- Stress
- Panel
- Group
- Telephone
- Video-conferencing



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- Interview Attire Guidelines
  - Two piece matched suit
  - Conservative colours
  - Solid or subtle weave fabric
  - Proper fit
  - Vary look with shirts, ties, or blouses
  - Clean, pressed, no loose threads





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- **Grooming**
  - Hair – clean, neat, not in face
  - Men – facial hair well groomed
  - Shoes polished and in good repair
  - Check clothing for lint, threads, and pet hair
  - No perfume or cologne
  - Don't smell like smoke, garlic, onions, etc.
  - Remove obvious facial piercings