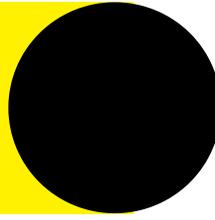


The Ultimate JobSeeker's Guide to Interview Preparation



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Introduction



The world is changing. COVID-19 and the resulting economic impact have changed the job market and the expectations, needs, and conditions for candidates. You may have heard this is a job-seekers market - and to a degree that is true. In many sectors and skillsets, there are not enough suitable candidates. But that does not mean you are the one fish in the sea. Employers are looking at underrepresented candidates, transferable skills, and a global talent pool when remote working is feasible. So, as a candidate, you still need to prepare and put your best foot forward.

When it comes to landing a job, the interview is the most important step in achieving success. It's not only a way for you to promote your qualifications, experience, and skillsets, but also a way for you to make a good first impression. An interview can help employers decide that you are, in fact, the ideal candidate for the job. With that in mind, it's easy to feel under pressure.

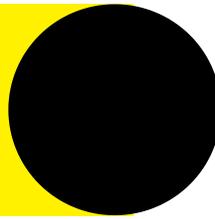
Even for the most experienced and qualified candidates, interviews can be stressful. It doesn't matter how far along you are in your career, it's easy for people to let their nerves get the best of them. "Will I get the job?", "Will they see me as a suitable candidate?", What if I make a mistake? These are all common questions job seekers think to themselves before an interview.

The truth is, we could all use a little help when it comes to interviews. But if you want to ace an interview, the best thing you can do is simply prepare for it.

This comprehensive Job Seeker's Guide will outline different types of job interviews – including common interview questions and how to prepare for the interview(s).



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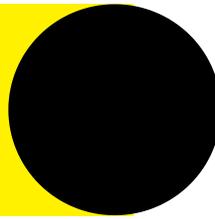
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Types of Interviews



To assess candidates in an efficient and accurate way that suits their own respective business needs, employers will use different interviewing methods – meaning you should get accustomed to some of the commonly-used interview types. For example, in one interview, you might be asked about successes and challenges in your past. In another, you may find yourself putting your hands-on skills to the test. Ultimately, no matter what scenario you find yourself in, understanding these different interview types will boost your confidence when you walk through your future boss’s door or sail through your conversations with the company’s Talent Acquisition and HR teams with improved confidence.



Phone Interviews

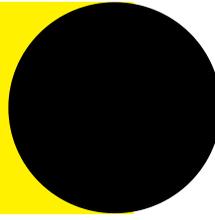
Given COVID, most employers exclusively start their candidate discovery process with Phone Interviews or pre-screens. As you can probably guess, they’re typically conducted over the phone. They’re brief, informal and intended to filter out unqualified candidates and uncover inconsistent information. For example, during a pre-screen, an employer might look for things such as explained gaps in employment or academic qualifications, salary expectations, eligibility to work in Canada.

Screening isn’t conducted to determine whether you’re an ideal fit for the role, but to determine whether you meet the minimum mandatory requirements. Especially in the digital age and during the COVID-19 pandemic, employers have used computer software to help filter out unqualified candidates too. Digital tools such as chatbots, serve as an efficient way of saving time for both the candidate and the hiring manager.

Tips for phone interviews:

- As a first step, review the job description and company info so you can make links between your experience and skills and the job description.
- Succinctly highlight all relevant work experience and qualifications
- Take your time answering each question; be direct and to the point
- Keep your resume close by and highlight those things you want to work into the conversation
- Don’t be afraid, to be honest about your salary/hourly wage expectations
 - If they ask you first, it’s recommended that you give a range, rather than an exact figure
 - If the topic is never brought up by the interviewer, ask them to avoid wasting not just their time, but your own
 - Take notes to learn from this interview for future interviews

Types of Interviews



Directive Interviews

Directive interviews are also called Structured interviews. In these types of interviews, the interviewer follows a clear agenda to ensure uniformity, meaning each candidate will (in most cases) be asked the exact same list of questions – allowing the employer to compare results to determine the best-fit applicant.

Some tips for directive interviews:

- Always follow the interviewer's lead
 - If you weren't given the opportunity to mention something you believe was important for the interviewer to know, politely interject with this information when you think is most suitable – or at the end of the interview
- Without ever selling yourself short, be honest with each and every answer



Informal Interviews

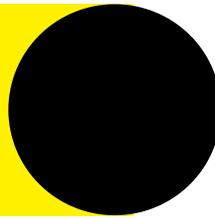
In an informal interview, the jobseeker typically controls the conversation. To get a better understanding of not just your qualifications, but your thought process, the interviewer might ask you open-ended questions like, "tell me about yourself." You can easily take advantage of the informal interview style to highlight your experience and skillsets and guide the discussion in a way that best serves you. Later in this guide, you will learn about STAR answers and this is a great opportunity to use them.

Some tips for informal interviews:

- You won't be able to rely on the interviewer to jog your memory, so come prepared with notes that highlight your experiences, qualities, and skills.
- Be aware of the interviewer's role and be prepared to adjust quickly if they take the interview in a new direction – it shows that you're adaptable.
- Ask about the company and its needs; shows that you care about the job
- Ask about the interviewer's experience at the company and what is most important for this role.
- Keep your eye on the time, as sometimes these interviews go off track. It's important to sell yourself before time runs out.

1 in every 12 informational job interviews results in a job offer.

Types of Interviews



Informational Interview

The Informational Interview is typically triggered by the job seeker. It's used to learn insights about a company and seek advice from a professional in your field of interest. You can request an Informational Interview with an employer who is not currently hiring and use it as a networking opportunity— to stay top of mind for potential opportunities in the future. It's also an opportunity to get to know the employer and expand your own network. The best part? These interviews enable you to be seen and remembered by a professional in the field. More times than not, requesting an Informational Interview will demonstrate that you value their knowledge and experience.

You may want to meet with someone specifically in HR or talent acquisition or someone in your field or the department you would like to work for.

Some tips for informational interviews:

- Treat it as if you're networking. Offer to buy the interviewer a coffee.
- Show up with questions about the company and the industry.
- Be prepared to demonstrate your own knowledge of the company. Review the website, social media, and media releases and work some current events into the conversation.
- Use this interview as an opportunity to get introductions to other professionals — but always ensure the interviewer is comfortable if you use their name as a reference.
- Remember to share your contact information, business card, and resume with the interviewer before you leave.
- Follow up with a thoughtful thank-you note. If you have information (e.g. article) on something specific you discussed, forward it to the person as part of your follow-up to thank them.

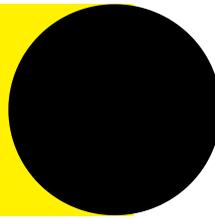


Contextual Interviews

Contextual Interviews are designed to uncover a complete view of what a candidate was doing, thinking, feeling, and learning in each stage of a project/task. The structure of a Contextual Interview is often framed against a project life-cycle such as a software development life cycle (SDLC) in order to gain deeper insight into each stage of a particular work experience. The interviewer will drill down into details about the candidate's role, accountabilities, and deliverables on a particular task or project.

When conducted in tandem with a behavioral-based interview, knowledge is gained about the candidate's technical abilities as well as responses and actions in different situations and environments.

Types of Interviews



- Prepare to speak about your responsibilities, actions, and learnings on specific projects; not a wholistic perspective.
- Share specific details such as timelines, budgets, or roadblocks experienced in course of your work to provide a framework and add credibility to your responses.
- When speaking about outcomes, it is important to mention quantitative results achieved and technical platforms worked on, depending on what stage(s) of the project you were involved in.



The Audition

In an Audition-style interview, employers want to see you in action to get an accurate evaluation of your abilities. This is your chance to demonstrate your skillsets in an interactive manner. This can level the playing field if you're lacking formal experience. This type of interview usually takes place as a second or third interview and could be a case study or presentation if you are applying for a professional role.

Some tips for auditions:

- Introduce yourself and make eye contact with the interviewer(s).
- Make sure you understand the interviewer's expectations and instructions.
- Don't be afraid to ask the interviewer to clarify the request.
- Treat the audition as if you were working the job you're applying for.
- Brush up on any skills you believe might be tested during the audition.



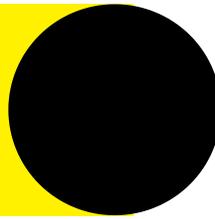
Behavioral Interviews

Employers use this type of interview to learn more about your past behaviors, with the expectation that these behaviors will indicate your future performance at their company. In a Behavioral-based Interview, it's common to be asked to describe experiences where you were required to use leadership, conflict-resolution, or problem-solving skills.

Some tips for behavioral interviews:

- Make connections to the qualities and transferable skills required for the role
- Know your resume backward and forwards as the interviewer might ask you to go in-depth about any of the skills or qualifications you've listed
- Use your educational, professional, volunteer, and/or personal experiences to develop short stories that describe the use of your skills and best qualities
 - Verbally practice each story ahead of time so you are succinct and make all the key points.
 - Your examples should identify the context of the situation, highlight your response to the situation and identify the success of your actions.
 - Have 1 or 2 stories prepared that highlight some experiences that didn't go smoothly. Show how you got things back on track and what you learned from the situation.

How to use a STAR approach to answer behavioral interview questions



Interviewers use this type of questioning to understand how you have reacted and behaved in past circumstances as an indicator of how you will behave in future situations. The insights gained help them determine if you are a good fit for their company, team, and the role you are interviewing for. Behavioral questions are generally easy to recognize as they are open-ended questions meant to elicit a story. Some common phrasing includes:

- Tell me about a time when you...
- How did you handle a situation when...
- Can you share an example of when you...
- Describe an occurrence when...

The initial question is then followed up with probing language like:

- Then what happened...
- Can you explain that...
- Were there any surprises...
- How did you manage that...
- What did you learn from this...

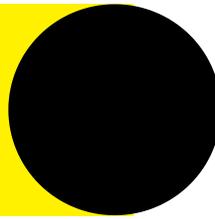
The STAR approach

Being able to provide real-life examples when it comes to behavioral questions is necessary for a successful interview. You want to be authentic and comfortable describing a situation that actually happened to you. But, when it comes to sharing the details, it is important to do it in a compelling and easy-to-understand way without rambling or giving unnecessary details. This is exactly where the STAR approach helps.

STAR stands for

Situation	Why did action need to be taken?
Task	What action needed to be taken?
Action	What did you do?
Result	What was the outcome/effect of your action?

How to use a STAR approach to answer behavioral interview questions



Interviewers trained in the STAR method will set the stage and probe and prompt for details, but as a candidate, you can help yourself by knowing this model in advance. Being able to provide real-life examples of how you assessed a situation, determined what needed to be done, what you did, and then sharing the outcome of your actions, will result in a more successful interview experience. You want to be authentic and comfortable describing a situation that you experienced, without rambling or sharing unnecessary details.

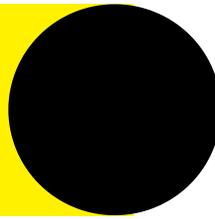
Situation	→	In this stage, lay out a brief background of the circumstances that required an action. Make sure to only include details that are relevant to your story.
Task	→	Describe what you identified as required actions/next steps. What was your responsibility in the situation?
Action	→	What did you actually do? (Not always the same as what you thought had to be done) What actions/steps did you take to influence the desired outcome of a situation?
Result	→	Talk about the outcome of your action or how your action impacted the situation. Where appropriate provide a numerical measurement of your success such as “My efforts helped to increase the productivity by 3% y/y” rather than just saying “My efforts helped to increase my team’s productivity.”

Responding to questions by addressing these 4 components helps the interviewer gauge if a candidate will perform well in the role and fit within the existing team and organizational culture.

Some common topics or themes that BBI questions address include:

- Communication skills
- Conflict resolution skills
- Team interactions/dynamics
- Response to constructive feedback
- Ability to manage a project/ program/product

How to use a STAR approach to answer behavioral interview questions



Steps to prepare STAR responses

Feeling nervous when answering behavioral questions is more common than you may think. Even the most qualified, experienced, and confident professionals are likely to admit to some level of nervousness and difficulty when answering such questions. An important factor to keep in mind to help manage this anxiety is that there is not just one right answer, as your responses are based on your own experiences. It is, in fact, an opportunity for you to share a compelling story to highlight what you bring to the organization and role.

- Listen to the question carefully
- Think of a suitable example. It is acceptable to create some thinking time for yourself by saying, “Let me think about the best example/most recent example to share with you.”
- Layout the situation with essential details
- Highlight your involvement in managing/changing the situation; specifically mention your identified task(s)
- Share your action plan; step-by-step
- Finally, share the outcome

Practice

Gaining confidence and competence in responding well to BBI interview format comes down to practice. Anticipate key behaviors that are likely to be explored for the role you are interviewing for and identify relevant past experiences. Write out your responses using the STAR method and practice in front of a mirror or ask a friend to help you out with a mock interview. You want to prepare to build confidence, but not rehearse to the point of losing authenticity.

Although the STAR interview answer technique may seem daunting when you are starting, it will help you to construct even the most complex situations in an easy-to-understand way so that you are able to give a confident and structured answer in your behavioral interview. In most cases, you should be able to lay out your answer in under a minute.

Here's an example using the STAR approach to answer a question in BBI:

"Can you share an example of a time you had to build credibility with a person or a group of people who were initially skeptical towards you and/or your idea?"

Answer using STAR approach response:

Situation

"In my previous role, I was asked to join a project team to make a customer relationship management (CRM) systems recommendation. I was representing the sales group and the rest of the project team included a representative from procurement, IT and Training. This group did not feel I was the best person to join the team as I had been with the company for under a year and there were more tenured colleagues in my department."

Task

"I determined I should meet with each team member individually and informally first to build rapport. I also wanted to learn what processes had worked well in the past at the organization for project teams like this and what they saw as opportunities for improvement."

Action

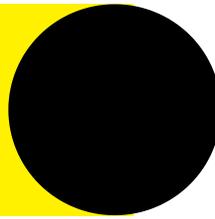
"I met with these peers one-on-one over a coffee and learned that a common challenge they had in the past was collecting objective vs anecdotal feedback on test sites. So, for our first team meeting, I shared that I had heard this concern from them and had researched some survey collection methods for them to review in hopes they would find that valuable."

Result

"I was able to gain their trust and respect after this as I proved why I was selected to be on the team-(I work at building relationships, I am a good listener, I am solution and action-oriented). In fact, we completed the system review and made a recommendation a month ahead of schedule and a year after implementation had achieved a 92% satisfaction rating on the new CRM."



Types of Interviews



Panel Interviews

In some situations, you'll find yourself being interviewed by several people at once, or by different people in a series of different interviews — these approaches are called Panel Interviews. They are arranged when teamwork and cooperation are highly valued by the employer. Not only will you be interviewed on your skillsets, but also your behaviors and ability to get along with colleagues.

Some tips for panel interviews:

- Learn each individual's name and treat everyone present as an individual
 - If possible, write down everyone's names. Try to get this information when the interview is booked with you if possible and make a note about their role.
 - Make eye contact with each person and always speak directly to the person asking the question. Remember that even if someone isn't asking a question, they are part of the panel. Ensure you make eye contact with them as well.
- Expect to expend more energy than you would in a one-on-one interview
- Come prepared with twice as many stories so that you are prepared to showcase your skills and experience in different ways to each of the interviewers
- Each interviewer will have a different position in the company as well as unique insights, so you should use this interview as an opportunity to learn more about the company



Follow-up Interviews

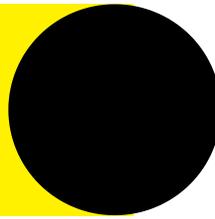
Often, you will be asked to come back for a second or third interview. Sometimes, these Follow-up Interviews are conducted to confirm you're the right person for the job; other times, another decision-maker, such as a Senior Leader or Colleague, will want to meet with you before the final decision is made.

Follow-up interviews can go in many different ways, so it's important to always be prepared. If you're meeting with the same interviewer, you can focus on building your relationship and enhancing rapport and use the opportunity to learn more about the company's vision and culture. It's not unusual, however, to find yourself negotiating compensation during a follow-up interview too. You should also be prepared to meet a new person and make a good first impression once again.

Some tips for follow-up interviews:

- Highlight what you have to offer and make your interest in the company known
- Ask thought-out questions to learn more about the company's culture and dynamics

Types of Interviews



- Be prepared for any curveballs. For instance, sometimes there are surprises such as an unexpected assessment or test or a change in scope of the role, reporting structure or process. Under such circumstances, try to remain positive, ask clarifying questions and showcase your flexibility and resilience; assuming the curveball is not a 'showstopper' for you,



Virtual Interviews

As a result of the ongoing social and economic impact of COVID-19, businesses across the world have undergone a radical shift in their interviewing processes. As many businesses are now operating remotely, the dynamics of interviewing have also undergone a radical change. Although the basic tips for answering different kinds of interview questions remain the same – as above – there's an additional element of making sure that your virtual interview is just as successful as your in-person interview would have been.

Here are some simple ways, you can ensure that:

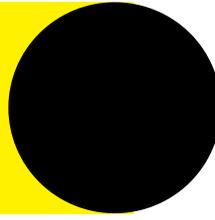
- Make sure that your desktop, laptop, or tablet is set up correctly before the actual interview to avoid running into any technical, lighting, sound or visual issues.
- Avoid coffee shops as they can have unstable Wi-Fi access and loud customer traffic.
 - If you must go out, try your local library or a café with set quiet hours.
- Plug in or charge your device adequately.
- Find a quiet space where you are unlikely to be interrupted.
- Ensure that your surroundings are free from clutter and have appropriate decor, if any.
- If you have younger kids who might make noise or interrupt you or a pet who may want your attention, find a way to keep them engaged for the duration of your interview.
- If it is likely that an interruption or distraction may occur such as someone coming into camera view, then give the interviewer a heads-up.
- Dress as you would have for an in-person interview.
- Maintain eye contact throughout the video call.
- At the beginning of the interview, ask the interviewer if there are virtual meeting protocols (like a raised hand) that they like to use. Make sure to follow those protocols.

Interested in learning more? Read our blog on this topic here:
<https://www.agilus.ca/blog/interviewing-in-the-new-norm>



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Interview Questions



Common Interview Questions

- **What are your short and long-term goals; how are you prepared to achieve them?**

This question is aimed at finding out what motivates you, how you plan, and what is important to you in your career. Keep in mind that your goals must be achievable and you should be prepared to explain how you plan to achieve those career goals. Have several short-term (within the next 12-24 months) and several long-term goals (2-5 years) to share with the interviewer.

- **What do you see yourself doing five years from now?**

This question is used to see if you can set achievable goals for yourself and whether the position and organization fit with your own long-term plans. Even if you know there may be opportunities for advancement within the organization, be cautious about discussing your desire for promotion this early on.

- **Why did you apply for this position?**

Here, the interviewer is trying to determine whether you'll be satisfied in the position and likely to stay. Explain why you are interested in the position and the company.

- **What do you consider to be your greatest strengths and weaknesses?**

Highlight your most positive attributes (e.g., ambition, reliability, adaptability, etc.) and use examples to illustrate them and how they will apply to your work. Talk about the things you have improved upon and the steps you've taken to do so.

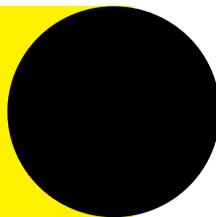
- **How would you describe yourself? or how would others describe you?**

Here, the interviewer is asking you to profile yourself to not only gauge if you fit with the company, but to get a sense of your self-image and how it compares to their perception of you. Be honest here and use the opportunity to sell yourself.

- **What qualifications would enable you to be successful here?**

This is your opportunity to identify transferable skills and connect how they bring value to the role and organization. If you hesitate or can think of only one or two reasons, then they may think the qualifications are not obvious or succinct enough. You need to be prepared and be able to quickly list your top skillsets aligned to the role; choose the ones that will resonate and be remembered.

Interview Questions



- **How do you work under pressure? Give me an example.**

This question indicates that the job will involve working under pressure and with deadlines. Reassure the interviewer by giving examples of paid or unpaid work that involved pressure/deadlines. Stress how capable you are of rising to the occasion.

- **What do you know about our company?**

The interviewer wants to know if you have done any research about the company and if you know it well enough to show you really want to work there – rather than just applying to any job. To reassure the interviewer, highlight as many positive features about the job, company, or organization that you can. You can also ask them a clarifying question about something you found in your research – particularly if it would relate to the role you're interviewing for.

- **What have you learned from your mistakes?**

This question is designed to see if you recognize when you have made mistakes and then how you resolved the problem. Be honest – this is a test of your credibility and integrity. Use examples of real mistakes you have made and stress how what you learned ultimately led to better performance in the future.

- **What is the biggest mistake you have made?**

Once again, be honest. You will show credibility and integrity. Be careful, however, to concentrate your answer on describing what you learned from your mistake and how you reacted, responded, and managed the outcome.

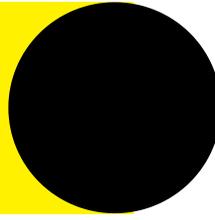
- **What is the most significant contribution you made at your most recent work?**

Tell a story about an accomplishment that added value to your workplace, demonstrating skills that showed initiative or resilience.

- **What are three professional accomplishments that have given you the most satisfaction and why?**

This question is asked to find out what kind of professional accomplishments give you a sense of pride. Pick several (and differing) accomplishments; explain why they satisfied you and how they made an impact on your performance, your team, and/or the organization.

Interview Questions



Unusual or bizarre questions

Some interviewers like to throw a curveball and ask highly unusual questions. There is probably no way you would have prepared for any of them in advance. Wondering why a recruiter or hiring manager asks this type of question? It is to learn more about you as a person. How do you think creatively or under pressure? Do you resist things that make you uncomfortable? Can you think on your feet? Questions such as these can provide a window to your personality, behavior, motivational factors, etc.

As a job seeker, every interview question is an opportunity to tell more about yourself and why you are the perfect candidate. When you are asked an interview question that seems bizarre, don't panic. One good thing about such questions is that there is no right or wrong answer to them.

Here are some steps to handle unusual interview questions:

→ Prepare →

Preparation for these type of questions is quite tricky since it is impossible to predict these type of questions. One of the best way to still be ready for them is to practice narrating your thoughts and experiences in a mirror. This will help you get used to thinking on your feet and narrating incidents or thoughts in a structured manner.

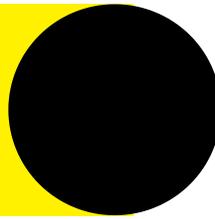
Take a moment to respond →

It is natural to get nervous when you are asked a random tricky question at an interview. Before answering take a deep breath and calm your nerves. Then politely ask for a moment to think and form an answer in your mind. If you are not sure that you understand the question, you can clarify with the interviewer, before forming an answer.

Why this question

One good news about tricky questions such as above is that there is no right or wrong answer. In most cases, an interviewer is looking to dig deep into your personality and is looking for behavioral traits that may be important for your role. For instance, traits like being able to think on your feet, being able to communicate your thoughts clearly and in a structured way etc.

Interview Questions



Open-ended Questions

- **Tell me about yourself (this is sometimes posed as an open-ended question to see how/if you wander)**

For this question be prepared to highlight key points related to the role - For instance, 3 key professional points to start with a personal part too. Say to indicate what you are like to work with. Relay a brief summary of key job experiences and results that match appropriately to the specific requirements.

- **Talk about your accomplishments and what you're proud of.**

You'll need to prepare before your interview for this answer. Write down 3-5 things, with evidence, prior to interviewing. Match them to the job requirements. For instance, "I saw a challenge..., I took action..., and the result was a 20% increase in revenues." Avoid exaggeration and bragging when highlighting achievements. If you emphasize "I" too often, it can appear you are trying to come on really strong and not being entirely truthful about your answers. Make sure to highlight if the achievement was a team effort or an individual achievement. Emphasize how you motivated your team members to support your goals/vision. Talk about your personal qualities, values, and behaviors that demonstrate your corporate cultural fit. Be bottom line-oriented – employers like candidates who recognize the business importance of the opportunity.

- **Why did you apply to this role/our company?**

You must be able to articulate why you're interested in their company. Have you thought about what you could do to help them with their particular business situation? How about saying: "I've given your industry and business some thought and I have some ideas on how to help/make an impact... for example..."

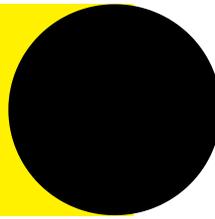
Often, people are brought in to rebuild/redefine an organization. In this case, the ability to handle change is important, so portray flexibility and the ability to make change happen. Handling change is also important for individual contributors.

Provide an example of a new process or technical change that you added to your skillset. For example, if you've been involved in mergers, acquisitions, centralizations, decentralization, downsizing, or expansions, etc., outline what you did, how you did it, and how successful it was.



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Interview Preparation



It's important to remember that you may only have one interview with a company, so it could be the only chance you'll have to make a good impression.

Well-prepared candidates are more confident. If you know how to give complete and concise answers, you'll worry less and, in the end, ask better questions yourself.

- **Write down the things you want to mention and rehearse them.**

Interviews are like "performances" in a way – the ultimate business presentation.

Interviewers want to hear crisp, articulate, meaningful information, not someone searching or stumbling for the right words or answer (i.e., someone "not prepared").

Memorize your stories and timelines so you can outline what you did, when.

To improve verbal pitches, prepare detailed write-ups for your two most significant accomplishments. Each of these should be two to three paragraphs or more depending on the role and must contain action words, such as: "implemented", "developed", or "organized", etc. One of these stories should be about an individual accomplishment, with the other focusing on a team accomplishment.

- **Arrive early**

Arrive at an interview 5–10 minutes early. You should give yourself a few extra minutes to find the place, even if you're sure you know where it is. Be friendly to everyone you encounter. If you're a few minutes early, let a receptionist or someone in office know that you have arrived for your interview.

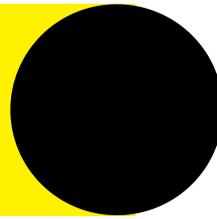
Being a little early gives a great first impression. Some people advocate remaining standing while you wait for the interviewer as you want to remain energized and not become relaxed or distracted when the interviewer arrives.

Standing gives the person who greets you the impression that you mean business, you're keen and want to "get at it."

- **Have trouble breaking the ice?**

Most of us do. After exchanging pleasantries, try making conversation as you're walking together, or about to sit down. You can try saying something like: "I've been looking forward to this meeting," or compliment some nearby wall-art, or something that conveys that you are really pleased to be there. Interviewers right away will begin to think that you're keen and that you like their surroundings.

Interview Preparation



- **During the Interview**

Sit up straight and don't cross your arms. Be positive, enthusiastic, and energetic. Display confidence, too, by speaking authoritatively, but without appearing arrogant. Employers look for people who project confidence and respect, so project your voice when you speak — don't mumble or speak softly.

It's important to prove that you've done some research on the company, industry, and/or current market situation too. Even if the interviewer doesn't ask "what do you know about us?", bring up the fact that you've done some research.

A good interview opener would be: "Thank you very much for meeting with me today. I know about XX and your great reputation. I've had a chance to look at your website/works and have read about your latest achievements (be specific) in XX (e.g., the Wall Street Journal). Can you tell me a little more about the company and the skills you are looking for?"

- **Get to know your interviewer**

If they are a technical subject matter expert, you should customize your words accordingly with technical details. If they are HR-oriented, speak about your accomplishments in general. You can also ask the interviewer what they would like you to focus on if your job entails both technical and behavioral aspects.

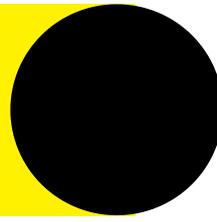
Let the interviewer run things. Don't answer a question before it's asked or, even worse, try to dominate the interview. This could be taken as a sign that you'll put your ego ahead of the good of the company or job.

65% of candidates that don't make eye contact don't get the job.

Twin Employment & Training



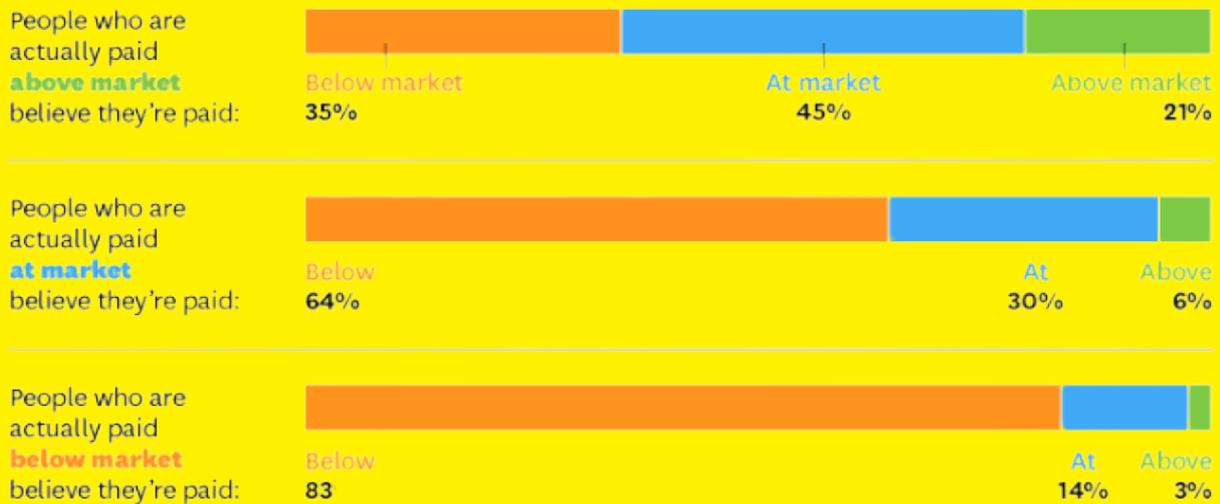
How to handle salary questions



If the interviewer solicits your desired salary remember that they are asking to ensure that everyone's time is respected – and to ascertain that the interviewer and the candidate have the same monetary expectations for a role.

The best way to handle this question professionally is to say, “Although money is important, there are a number of important factors in this opportunity (state two or three reasons you’re attracted to the opportunity). I’m comfortable and open with the income potential and I would love to pursue this opportunity further.”

If the interviewer persists and says something such as, “That’s great but we need to know where to position you,” or “We’re required to get that information at interview time,” tell them that you’re open to negotiation and are seeking compensation commensurate with your skills and the job market standards. If they persist further, provide a range (that you are comfortable with) and indicate that you would entertain a reasonable offer.

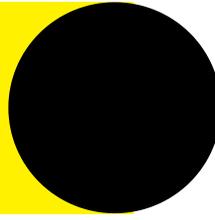


Source: Payscale/HBR.org



**Want to know the right salary for a job?
Download our Salary Guide :**
https://www.agilus.ca/salary_guide_download

Questions for the Interviewer



Almost every interview ends with the interviewer asking if you have any questions for them. This is one place where a lot of job seekers miss an opportunity. It is highly recommended that you are prepared with a few questions that you can ask the interviewer. This is one of the best ways to prove that you are really engaged and interested in the company and the role.

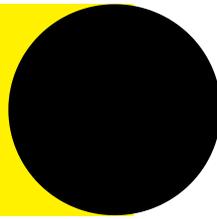
Here are some questions you can ask:

- What are your company's short and long-range objectives?
 - How will this position contribute to these objectives and the company's short and long-term success?
- What characteristics does the company feel are unique about the organization?
 - Ask this to see if the interviewer can sell you the opportunity
- What outside factors influence the success of the company?
- What areas does the company excel in? What are some areas that you think need to be strengthened further?
- What are the common denominators of successful employees here?
- What does success look like in this role?
- Is this a new role or one you are replacing?
- How would you describe your company culture?
- What are the top three skills this role requires to be successful and have I communicated my fluency in these to you adequately?

Remember that you may only have one interview with a company, so it may be the only chance you have to collect as much information as possible about the opportunity.



Things you must do before the interview ends



- Ask “At this time, do you have any concerns with me meeting your requirements?” This will let you know what they think of you, and it is your final opportunity to deal with any concerns they have with you. Another way of asking, in a more open-ended fashion, is “How do you see me fitting into your team?”.
- Another great question at the end of an interview is: “Based on what you see so far, where do you think I can contribute the most in this position?”
- Ask about the next step. This will let you know if they are planning the next step and confirms to them you are interested in proceeding further. The best way to articulate this is to say, “I’m very excited about the opportunity and I’m very interested in joining your team; what is the next step in the process?”
- If there is time, you may even ask if there are other people they’d like you to meet, or if you can have a brief tour of the workplace. This may be helpful in knowing the number of interviews/meetings you may be required in future.

If you like what you hear, let them know you are excited about the opportunity. Clients always tell us they’d rather hire someone who seems excited about joining them over those who might be more technically qualified but show no keen interest.

You should leave an interview conveying strong desire, energy, and enthusiasm to work for that company. Leave having the interviewer think you want this job. Will you ever meet your interviewer again? Will a more exciting position open up with the company soon? Who knows? It is important to remember that a negative or apathetic attitude has a way of sticking in people’s minds – as does a positive one.

Avoid the below mistakes when in an interview:

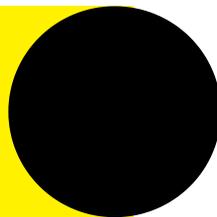
- Indicate you’re using an opportunity as a steppingstone (e.g., to eventually become a contractor; to eventually move to another technology)
- Discount yourself (don’t say: “I should tell you that I’m really weak in XX”)
- Be overbearing, conceited, a know-it-all
- Make negative comments about companies or people – you never know if you are offending an interviewer’s friend or former employer
- Be controlling or over-talkative. Respect that you are being invited to the interview, so be conscious of the interviewer’s time by being concise and direct in responses and statements; wait for the appropriate time to ask questions. Be an active listener.
- Use obscenities or risky colloquialisms such as “hell,” or “jerk”, etc






Work Solutions

What to Wear to an Interview



“You only get to make a first impression once.”

Your conduct, interpersonal skills, and ability to articulate intelligent and well-thought-out responses to questions are the most important elements to any job interview, however, your attire also plays an important role in the process.

Dressing appropriately is a compliment to the person you meet and dressing to align with the company culture (or just above it) supports your image as someone who is serious about the opportunity at hand, is eager to land the job, and has an understanding of the role.

Dressing inappropriately can be distracting for both you and the interviewer and if you are distracted you are not going to perform your best.

Here are some tips to start planning a go-to interview outfit:

Conservative Colours/Fabric:

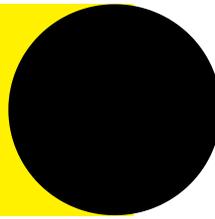
Depending on what kind of role you are pursuing, you may need to dress in formals, office casual or casuals for your interview. If you are not sure, check the expected dress code with your interviewer or the person scheduling your interview. When selecting an interview outfit, consider the below tips for optimal and impressive dressing:

- Always choose styles, fabrics and colours that you have worn before and are comfortable with. Interviews are never a good occasion to try a new dressing style or fit.
- One of the safest choices for interview outfits is opting for solid colours. But if you prefer patterns or prints, opt for something that is not too distracting to the eyes.
- It is best to avoid outfits that have letters, words or numbers for a job interview since they can be too distracting and in some cases inappropriate.
- When planning an interview outfit, think about the weather and the room temperature and consider carrying an extra jacket if needed.

55% of interviewers say that interviewees respecting dress codes make great first impressions

Work Pac Group

What to Wear to an Interview



Cost/Quality

You can think about investing in 2-3 high-quality interview outfits that you can pick for your job interview. Consider getting some timeless classic pieces that you can wear over a few years.

Choosing the right clothing style for your interview

When it comes to your interview look, make sure that you feel comfortable and look professional in them. You may be required to move around, sit, or stand, etc.; during, before, or after your interview. Choose clothes that allow you to be yourself. Clothes that need to be actively managed or are too fussy can make you feel unconfident and distract you from focusing on your interview.

If you are not sure how to choose the right outfit for an interview, consider getting some tips from the internet or simply observe what people in your industry wear on the job, at career fairs, at information sessions, and when they meet with clients too. You can also check out their website or social media for photos of work-related events.

Grooming tips for everyone

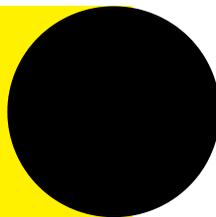
- Shoes - Pick a pair to match your nature of work and your comfort.
- Details - Check for any missing buttons, lint, etc. on your outfit. Don't forget to remove external tags and tacking stitches from new clothes.
- Fit - Clothes should be clean, wrinkle-free, and must fit you comfortably
- Smell - Many workplaces and offices don't allow fragrance due to the risk of allergy. If you are a smoker, avoid smoking immediately before your interview.
- Carry on- You can choose to carry a handbag, satchel, briefcase or portfolio according to your comfort.

Remember, your interview outfit must make you feel confident, so spend time thinking and planning it well.



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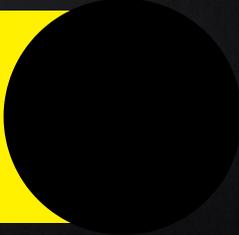
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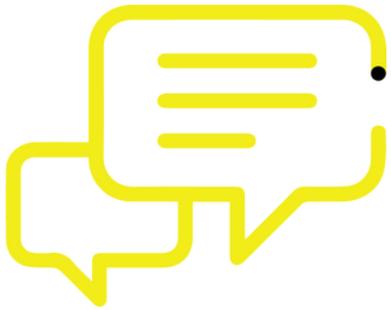
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Agilus Work Solutions is committed to employing people from diverse backgrounds and we actively demonstrate inclusiveness through fair, equitable, and accessible hiring practices. We recognize the strength that comes from different experiences, backgrounds, and perspectives and welcome candidates who identify as visible minorities, Indigenous people, persons with disabilities, and persons within the LGBTQ+ community. We feel it is important as an organization that all people have access and opportunity to be employed, to be valued, and to be respected.

Accommodations for job applicants with disabilities will be provided upon request during the recruitment, assessment, selection, and placement process. An alternative format is available on request.