

A Black man with a beard and short dark hair is smiling at the camera. He is wearing a light grey suit jacket over a white button-down shirt. His arms are crossed, and he is wearing a watch on his left wrist. The background is a blurred outdoor setting with steps.

The Ultimate Jobseeker's Guide to Interview Preparation

 **agilus**
Work Solutions
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Master the interview & win the role!

Interviews are the most important step for achieving success in your job search. It's not only a way for you to promote your qualifications, experience, and skillsets, but also to make a good first impression and pitch yourself as an ideal candidate for the role.

The Canadian job market has changed in the last few years. Employers are looking for employees who are resilient, agile and can work independently, whether it is from office, hybrid or remotely.

Soft skills such as problem solving, adaptability, communication skills, time management etc., have become important must-haves. In addition, digital fluency has become another important expectation. Being able to set up, use and troubleshoot basic devices, connect to internet, and manage your virtual presence are extremely sought after skills.

With no limitation on physical location of a candidate, employers hiring for remote roles are able to consider candidates from a much bigger and diverse candidate pool. This means there is more competition. Your interview must set you apart.

In this comprehensive guide, you will learn:

- What are the different interview formats?
- What are the different types of interviews & tips to succeed in them?
- What are the different types of interview questions & why they are asked?
- How to prepare answers to different interview questions?
- How to prepare for an interview?
- How to present yourself in an interview?
- What not to do at an interview?



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Interview Formats



Phone Interviews

This is usually the first step of an interview process. Phone interviews are informal and intended to discover basic information about your profile and determine if you meet the minimum requirements of the job. The interviewer or screener will ask questions to determine your eligibility to move forward to a more detailed interview.

- Review the job description & company information ahead of your conversation.
- Charge your phone & test your headphones or speaker if you plan to use them.
- Find a quiet spot for your interview & inform the interviewer if you expect an interruption or noise.
- Be ready with your resume, a pen and a paper.
- Establish links between your experience & the job description.
- Highlight all relevant work experience and qualifications in your conversation.
- Take your time to answer but be direct & to the point.
- Be prepared to share your salary expectations if it wasn't mentioned in the job description. Discussing salary expectations in the first conversation avoids wasting time for both you and the employer.

Common phone interview questions

- Tell me about yourself/your background.
- Describe your work history.
- Why are you leaving your current position?
- What do you know about this role?
- Why do you want to work here?
- What is your expected salary range?

A background image showing three people in a professional setting. On the left, a woman with blonde hair is seen from the back. In the center, a man with a beard and a green shirt is smiling. On the right, a woman with short dark hair and a yellow top is looking towards the man. They appear to be in a meeting or interview.

In-person Interviews

In most cases, a phone interview is followed by in-person interview(s) if the job is local. Many hiring managers still prefer to conduct an in-person interview before extending an offer to a candidate.

In an in-person interview you can expect a deep dive into your resume, to explore past job responsibilities, career gaps etc. You may also face behavioural questions which we will discuss further in this guide. This is an excellent opportunity to find out more about the company and its work culture.

- Arrive at least 10 minutes prior to your interview time. This can help you get acclimatized with the office and mitigate any delays.
- Greet the receptionist. While waiting, speak with the receptionist and notice the behavior of people walking by.
- Carry a copy of your resume. You may need it even if you have already submitted a copy.
- Dress according to the weather and the work place. While scheduling an in-person interview, most managers will communicate the expected dress code. Ask prior to the interview if you don't have this information.
- Have a firm and confident handshake with your interviewer and anyone else you meet.
- Make sure to break the ice by engaging in casual small-talk so you can feel relaxed and confident during your interview.

**Did you
know?**

**Roughly only 1 out of 5
applicants get an interview** | Forbes

Virtual Interviews

Businesses across the world have leveraged virtual interviews since the pandemic. Required for organizations hiring for hybrid and remote roles, virtual interviews give hiring managers a first hand experience of how you function with technology. Virtual interview questions are very similar to in-person interview questions. However, preparing for a virtual interview means there is an additional element of technology and presentation that one needs to master.

- Charge your digital devices adequately. Test them before the interview to avoid running into technical, lighting, sound or visual issues.
 - Interview from a quiet spot in your home. Avoid going to coffee shops or any other high traffic area as it can be distracting and disturbing due to background interruptions or unsteady internet. If you must go out, try your local library or community center.
- If an interruption or distraction may occur, give the interviewer a heads-up.
- Use a preset professional background picture for your call.
- Dress as you would for an in-person interview.
- Maintain eye contact throughout the video call and let the interviewer know if you are making notes.
- At the beginning of the interview, ask if there are virtual meeting protocols (like a raised hand) that they like to use and adhere to them.
- If you are using two screens, look at the camera. Make sure that your face is properly visible at a correct angle during the interview.

Did you know?

Video technology is being used by at least 60% of hiring managers & recruiters | Simplilearn



Types of Interviews



Even before you start interviewing for a job you have applied for, you can start mastering your interview skills and build your network.

INFORMATIONAL INTERVIEW

Informational interviews, initiated by job seekers, serve as a means to gain insights about a company and receive guidance from professionals belonging to the desired field. They can be great networking opportunities and a chance to make an impression with potential employers. Jobseekers can take the lead.



tips:

- Ask questions about the company and the industry. This is not the time to ask if they are hiring.
- Be prepared to demonstrate your 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 and business card. Give your resume only if they ask for it. You can also send them your resume electronically if needed.
- Follow up with a thoughtful thank-you note.



DIRECTIVE INTERVIEW

Directive interviews are also called structured interviews. The interviewer follows a clear agenda to ensure uniformity. Each candidate will (in most cases) be asked the exact same list of questions – allowing the employer to compare results and determine the best-fit applicant.



tips:

- 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.
- Don't sell yourself short, but be honest with every answer.

INFORMAL INTERVIEW

Informal interviews closely resemble an informal conversation. In this type of an interview, candidates have the freedom to influence the flow of conversation. Most questions are open ended. There is no right or wrong answer. The interviewer is trying to assess your personality, key skills and decide if you are a good fit for the role. You can expect questions like, "tell me about yourself". STAR- a structured approach to answering behavioural questions is a great way to answer informal interview questions. This approach is discussed further in this guide.



tips:

- Highlight your experiences, qualities, and skills.
- Be prepared to adjust quickly if the interviewer takes the interview in a new direction.
- Ask about the company and the role. Make connections between the role requirements and your skills.
- Ask what is most important to succeed in this role.
- Keep an eye on the time. It's important to sell your skills before time runs out.

BEHAVIOURAL INTERVIEW

This type of interview is used to learn more about your past behaviours, with the expectation that these behaviours will indicate your future performance. It is common to be asked to describe experiences where you were required to use leadership, conflict-resolution, or problem-solving skills.



tips:

- Make connections to the qualities and transferable skills required for the role.
- Know your resume thoroughly as the interviewer might ask you to give details about any of the skills or qualifications you've listed. This may also include giving examples or describing a situation which demonstrate your skill.
- Use your educational, professional, volunteer, and/or personal experiences to develop short stories that describe your behavioral 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.

Behavioural interviews are used to understand how you reacted and behaved in past circumstances. Your responses can indicate if you are a good fit for their company, team, and the role you are interviewing for. These questions are generally 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...

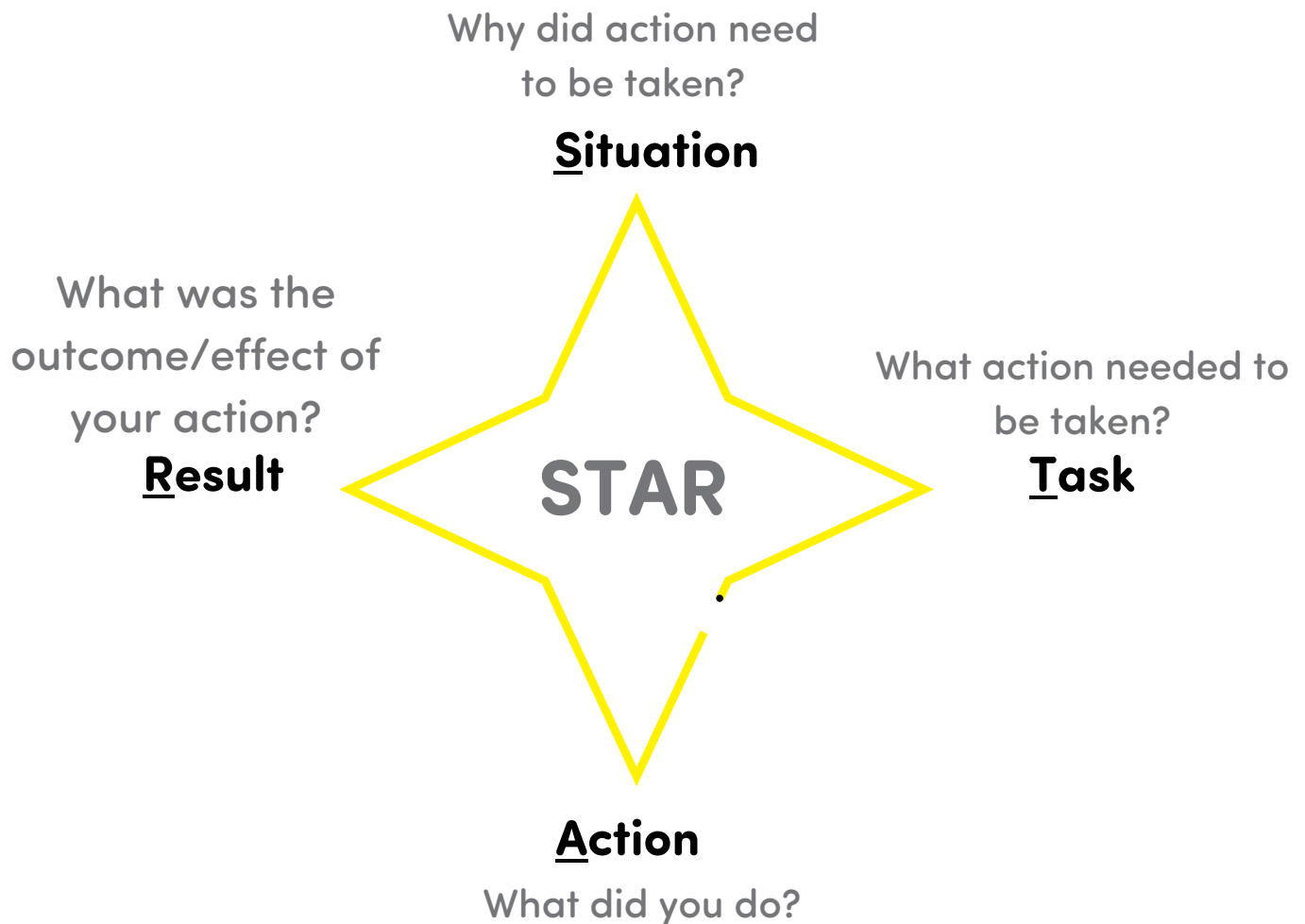
The initial question is then followed up with probing language like:

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

Note that behavioral interview questions are not exclusive to behavioral interviews. It is not uncommon for interviewers to ask behavioral questions in other types of interviews.

HOW TO USE A STAR APPROACH TO ANSWER QUESTIONS

Provide real-life examples in response to behavioral questions. 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 so in a compelling and easy-to-understand manner, without rambling or giving unnecessary details. This is exactly where the STAR approach helps.



Interviewers trained in the STAR method will set the stage, probe and prompt for details, but as a candidate, you can help yourself by knowing this model in advance. Provide real-life examples of how you assessed a situation, determined what needed to be done, what you did, and then the outcome of your actions.

Situation	→ 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 with these four components helps you structure a complete answer. It gives the interviewer all the necessary information in a structured and succinct manner. Some common topics or themes that behavioural interview questions include:

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



Steps to prepare STAR responses

Feeling nervous when answering behavioural questions is more common than you may think. Remember, your responses are based on your own experiences. This is 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 ask for some time by saying, “Let me think about the best example/most recent example to share with you.”
- Layout the situation with essential details. Keep your response succinct not exceeding 2-3 minutes.
- 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 including quantitative results and personal insights gained.

Practice

Gaining confidence and competence in responding well to this interview format comes down to practice.

Anticipate key behaviors that are likely to be explored for the role, 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.



“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.”

Behavioural questions STAR approach practice sheet:

- Explain a situation where you overcame a challenge at work.

Tip: Begin by writing the Situation briefly to complete the "S" of STAR approach. Then describe the Task you needed to complete, the Action you undertook and ultimately the Result you achieved.

- Describe a time you motivated your team to achieve results. What did you do?

Use the below space for a practice question related to the role you are applying for.



CONTEXTUAL INTERVIEW

Contextual interviews aim to reveal a comprehensive understanding of a candidate's actions, thoughts, emotions, and learning throughout project stages. This method, typically aligned with a project life cycle like software development and provides deeper insights into work experiences.



tips:

- Speak about your responsibilities, actions, and learnings on specific projects; not a holistic perspective or broad overview.
- 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.

FOLLOW-UP INTERVIEW



tips:

- Highlight what you have to offer and make your interest in the company known.
- Ask thoughtful questions to learn more about the company's culture and dynamics.
- Be prepared for any curveballs. Sometimes there are surprises such as an unexpected assessment or test or a change in scope of the role, reporting structure or process. Ask clarifying questions and showcase your flexibility and resilience; assuming the curveball is not a 'showstopper' for you.

You may be asked to attend a second or third interview. Follow-up interviews are conducted for many reasons like assessing if you're the right candidate for a job or to meet with another decision-maker, such as a senior leader or colleague before the final offer is been made.

If you meet the same person as in the initial interview, concentrate on strengthening your rapport with them. Be ready for alternate interview formats and utilize it to understand the company's vision and culture. Negotiations on compensation might also occur in this stage. Additionally, anticipate meeting new individuals and making a positive first impression once more.



PANEL INTERVIEW

A panel interview is when you are being interviewed by several people at once. They are held 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.



tips:

- Learn each individual's name and treat everyone present as an individual.
- If possible, write down everyone's names & their role. If possible try to get this information when the interview is booked with you.
- 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.



AUDITION/ SUBMISSION INTERVIEW

Employers want to see you in action. You will be evaluated for your presentation skills, content and critical thinking, if there is a Q&A afterward. 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.



tips:

- Ask who will be attending the presentation.
- Ask what equipment you will be working with.
- Ask how much time you will be given for the presentation and questions.
- Introduce yourself and make eye contact with the interviewer(s).
- Involve the interviewers and make it interactive.
- Make sure you understand the interviewer's expectations and instructions beforehand.
- Don't be afraid to ask the interviewer to clarify the request.
- Treat the audition as if you were working in the job you're applying for.
- Brush up on any skills you believe might be tested during the audition.
- Bring hard copies of your presentation and a thumb drive as a back up.



LUNCH INTERVIEW

Typically, a lunch interview occurs when you have already had a preliminary interview and are closer to offer. The hiring manager arranges a one-on-one lunch with you. Sometimes colleagues who you will closely work with, might join. In this social setting, the interviewer observes how you interact with team members. Take this opportunity seriously and make a positive impression.



tips:

- When setting up a lunch interview, your interviewer will already inform you the time and place. Make sure to be punctual and dress appropriately.
- Research the menu beforehand and order a choice that works for you.
- Be mindful of table manners and avoid talking while chewing on your food.
- Bring a copy of your resume.
- Be kind and respectful to your server.
- If you have food sensitivities or restrictions ensure you tell the interviewer or person booking the reservation.

MEET THE TEAM

“Meet the team” is often a part of the selection process, especially for roles that involve lot of teamwork and collaboration. This process does not follow a typical question answer format. Rather, a candidate is observed in an actual work environment.



tips:

- Be proactive in your interactions with team members. Ask questions and seek clarification if you are unsure of any task or process.
- Exhibit curiosity and drive to learn.
- Your interviewer will be observing you throughout the work to evaluate how you interact, respond and react in the team environment.



Different types of Interview Questions





COMMON INTERVIEW QUESTIONS & WHY THEY ARE ASKED

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. 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 a few 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. Be cautious about discussing your desire for promotion this early on.

What do you consider to be your greatest strengths /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.

What qualifications would enable you to be successful here?

Identify transferable skills and connect how they bring value to the role and organization. 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.



COMMON INTERVIEW QUESTIONS & WHY THEY ARE ASKED

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

This question indicates that the job will involve working under pressure and with deadlines. Give 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. Highlight several positive features about the job, company, or organization. You can also ask a clarifying question about something you found in your research — particularly if it would relate to the role you're interviewing for. Do your homework. Visit their webpage, LinkedIn and Glassdoor.

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

Once again, be honest and own the mistake. 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 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.

COMMON INTERVIEW QUESTIONS & WHY THEY ARE ASKED

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.

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. Talk about the results of your contribution.



OPEN-ENDED QUESTIONS & HOW TO ANSWER THEM

Tell me about yourself .

This is sometimes posed as an open-ended question to see how/if you wander. Be prepared to highlight key points related to the role - for instance, 3 key professional points and one personal point-indicate what you are like to work with, relay a brief summary of key job experiences and results that match to the desired role. Keep the answer to 2-3 minutes tops.

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

-You'll need to prepare before your interview for this answer. Identify 3-5 things, with evidence. 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.

-Do not be afraid to use "I" but measure it equally with the team accomplishment.

-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. Employers like candidates who recognize the business importance of the opportunity.




OPEN-ENDED QUESTIONS & WHY THEY ARE ASKED



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.



Can you think of answers to the below unusual questions? Remember to answer "why."

- If you were an animal, which one would you be?
- If you could have one superpower what would it be and why?
- If you could learn something today what would you want to learn?
- Tell me about a book you didn't like
- You've been given an elephant. You can't give it away or sell it. What would you do?
- What books would you bring to a deserted island?
- If you could watch only one movie this year, which movie would you watch?
- Which children's story character would you want to be?

UNUSUAL OR UNEXPECTED QUESTIONS

Some interviewers like to ask unpredictable questions. 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, behaviour, motivational factors, etc.

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

Here are some tips to handle unusual interview questions:

Tip 1

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.

Tip 2

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.

Step 3:

There is no right or wrong answer for such questions. In most cases, an interviewer is looking to dig deep into your personality and is looking for behavioural 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.

SALARY- RELATED QUESTIONS & HOW TO ANSWER/NEGOTIATE

This is probably one of the most awkward and uneasy questions which can impact your confidence, especially if you are not ready with a response. Many employers are choosing to include salary in their job posts due to a competitive candidate marketplace and in an effort to be more transparent. In fact, several provinces are demanding disclosure of wages or salary in job postings. In cases where salary is not clearly outlined in a job post, here's how you can answer the salary question.

Step 1: Come prepared with a number

Salary information is readily available online on websites such as Glassdoor or even LinkedIn. Do some research on what should be your salary range based on your experience. You can also download a salary guide to see an experience based and region-wide breakdown of salary.

Step 2: Give a salary range

When the interviewer asks your salary expectations, always give a range instead of a fixed number. Provide adequate support for the salary range based on your experience, skillset and the job market. If you are demanding a higher range than offered by the employer, be prepared to defend your expectations.

Step 3: Consider overall perks

Consider the overall perks and benefits that the position is offering. For instance, benefit plan, flexible hours, remote work, personal time off, professional development opportunities, bonus structure, and vacation are some items you may be able to leverage to create the right value equation for your circumstances.

Some examples of how to answer the salary question:

1. "Based on my research on salary ranges for this role, and the personal experience & skills that I would bring, I am asking a salary within a range of \$50,000-\$60,000"
2. "I believe that my skills and experience are a strong fit for this role and I am considering offers in the range of \$50,000-\$60,000."
3. "I would like to start the discussion based on your budget please. Did you have a specific range in your mind for this role?"

Ready to answer/negotiate salary in your next interview? Use the below space to make notes



-

.....

- If you want to propose a higher than offered salary, use below space to write down what extra skills you are bringing to this role

.....

.....

.....

.....

- List any perks or benefits that are as important as the salary e.g, Remote job, RESP matching, benefits or perks etc.

.....

.....

- List the overall benefits of the job you are applying to. e.g., benefits plan, health insurance etc.

.....

.....



Interview Preparation



PRACTICE AND PREPARE FOR YOUR INTERVIEW

You may only have one interview with a company; so it could be the only chance you'll have to make a good impression. Prepare well, practice your questions and responses.

Rehearse your story!

- Practice in front of a mirror or with a friend/family multiple times before the interview.
- Memorize your STAR stories
- Improve verbal pitches by preparing detailed write-ups for your two most recent significant accomplishments.
- Use action words like “implemented”, “developed”, or “organized”, etc.

- One of these stories should be about an individual accomplishment, with the other focusing on a team accomplishment.

Plan Ahead

- Arrive at an interview 5–10 minutes early. Give yourself a few extra minutes to find the location and get settled.
- Be friendly to everyone you encounter.

Need a perfect ice breaker? Check out the tips below!

- Ask about an interviewer's weekend- a great conversation starter
- It's Canada! We can talk about the weather
- Research about the company & discuss something interesting such as an innovation they made or an award they recently received
- Find out what your interviewer is interested in. You can discuss their topics of interest to break the ice.
- Check if your interviewer or company is passionate about a social cause.
- Consider the season: Are there any highly anticipated games or events happening?



DURING YOUR INTERVIEW

Good body language can not only convey confidence and professionalism during an interview but also can enhance the impact of your words. A well-balanced blend of verbal & nonverbal communication creates a great impression on interviewers.

Body Language

- Sit in an upright posture without crossing your arms or legs.
- Adjust the chair and posture before the interview begins so you don't need to keep changing position during the interview.
- Remember to smile and make eye contact.
- Avoid fidgeting.

Speaking Tips

- Speak confidently and clearly.
- Ask to repeat the question if needed.
- Politely ask the interviewer for a moment or two to think of a response, if needed.
- Use the right technical terms while answering questions if you are interviewing with a subject matter expert.
- You can also ask the interviewer what they would like you to focus on if your job entails both technical and behavioural aspects.
- 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, bring up the fact that you've done some research in your answers.

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

Twin Employment & Training

THE #1 THING JOBSEEKERS GET WRONG

At the end of the interview when the hiring manager or interviewer asks “do you have any questions for us?”, many job seekers are either unable to think of a question or simply say no. Here are three types of questions that you can ask:



Role-specific work related

- Is this a new role or one you are replacing?
- What does success look like in this role?
- What are the top three skills this role required to be successful and have I communicated my fluency in these to you adequately?



About the company

- What are your company's short and long-term objectives?
 - How will this position contribute to these objectives and the company's short and long-term success?
- 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?



Work culture

- Can you describe the core values that drive decision making and behavior within the teams?
- What are some ways you are promoting employee well-being and work-life balance?
- What are some ways that your organization fosters inclusion and belonging within the teams?

By answering these questions, the interviewer can give you an idea about the company's goals, team dynamics and culture. But more importantly it demonstrates you are interested and curious to learn more. If you like what you hear, let them know you are excited about the opportunity. Our clients always tell us they'd rather hire someone who is excited about joining them over those who might be more technically qualified but show no keen interest.



| Research the company and job well. 47% of candidates are rejected just because they had a vague idea about the job role and what the company does. | [Simplilearn.com](https://www.simplilearn.com)

What NOT TO DO at an interview...

- Never go to an interview without preparing. Rehearse the questions and responses so you feel confident.
- Arriving late can set a completely negative tone at the outset for your interview. If you have an unforeseen situation that is causing a delay, call and let your recruiter or interviewer know. They would appreciate a heads-up and may even be able to reschedule your interview.
- Look polished and put together. Read our section on dress-code for more tips.
- Never discount yourself (don't say: "I should tell you that I'm really weak in XX").
- Never make negative comments about past employers or colleagues.
- Don't overtalk or interrupt. Be an active listener.
- Never use obscenities or risky colloquialisms such as "hell," or "jerk", etc.



The thank-you note has become a divisive topic. Some hiring managers like it and others are indifferent. Agilus recommends you always follow-up. If the role is very senior or the hiring process will take weeks, you can consider mailing a note, however email is the best choice.



A thank you note to interviewer

If you are wondering what to write, here are some tips:

- Always address the email to the person who interviewed you. Make sure you spell names correctly. You can use LinkedIn to check the correct spelling of their name.
- Begin the email by thanking the person for taking the time to interview you and consider you for the opportunity.
- Ensure you mention the name of the role and when you met.
- Briefly highlight what drew you to this opportunity and mention some insights that you may have gotten during the interview.
- Let the interviewer know that you have continued interest in the job opportunity.
- If you feel like you didn't answer a question well or forgot to mention something, now is the time to add it. Mention it briefly and to the point, not more than a paragraph.
- Offer to answer any further questions that the interviewer may have.





What to wear to an interview

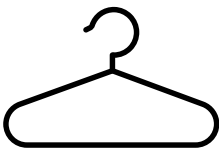
NAILING YOUR INTERVIEW LOOK!

Wear professional attire; keep it simple and stylish without looking like you tried too hard.

Before diving into your closet, check with your interviewer or the person setting up the meeting. Understanding the dress code is key. Avoid loud patterns and opt for solid colors or subtle prints. Neutral tones like navy, black, grey, or beige always work. Ditch the faded shades and go for something fresh and lively.

For Him: A formal shirt with trousers and slick formal shoes is a solid base. For a more formal outfit, add a blazer or a jacket and match it up with a tie. Complete your look with a pair of comfortable formal shoes.

For Her: A pantsuit with a blouse nails the formal look. Going for smart casual? A dress or a skirt with a stylish top is a great option. Complete your look with a pair of comfortable, closed-toe shoes.



Style essentials

- ✓ Shoes: Match your footwear to your work vibe and comfort.
- ✓ Details: Check for missing buttons, unsewn hems, lint, or tags. Remember to get rid of tacking stitches from new clothes.
- ✓ Fit: Clothes should be clean, wrinkle-free, and fit like a charm.
- ✓ Smell: Some places don't dig fragrances, so go easy.
- ✓ Accessories: Handbag, satchel, briefcase—choose something that matches your outfit and is comfortable to fit your interview essentials like resume, laptop etc.

Hygiene essentials

- Fresh Breath Wins Hearts:
 - Chew gum or mints discreetly if you're worried about breath.
 - Skip strong-smelling foods pre-interview.
 - A quick brush or rinse before? You're golden.
- Lock Down Good Hair Vibes:
 - Style your hair according to your comfort and the job atmosphere.
 - A quick check for any stray hairs is always a good call.
- Makeup Matters, Keep it Subtle:
 - Go for a natural makeup look.
 - Less is more—subtle enhancements go a long way.

Remember, these are just pointers—feel free to sprinkle in your own style and personality. Nail that interview, and good luck!

Why your interview outfit is so important?

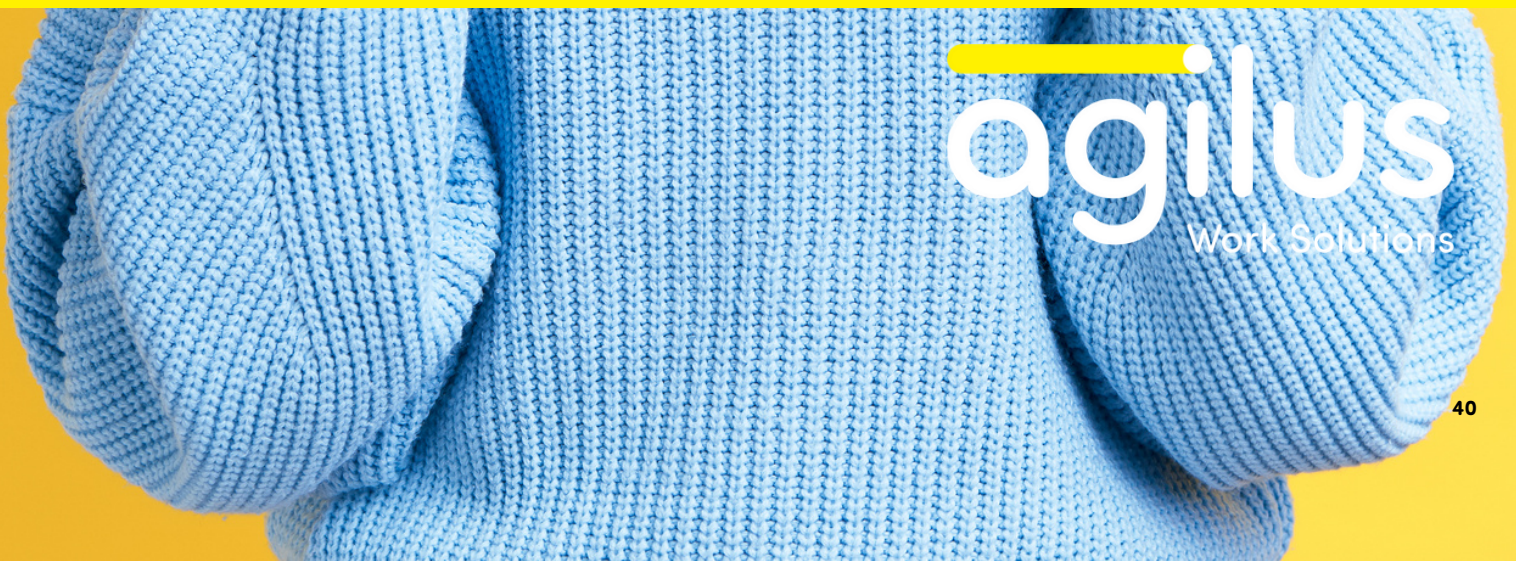
- For 65% of employers, clothes could be the deciding factor between two similar candidates.
- 70% of employers don't want applicants to be overly fashionable or trendy.

| Collegerecruiter.com

| 55% of interviewers say that interviewees that adhere to dress codes make great first impressions | Work Pac Group

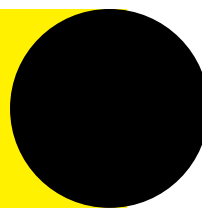


Good luck! You got this!



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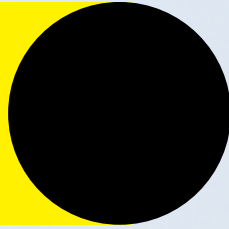
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