

SCC Mission

**Empowering students
with the knowledge
to succeed
in the workplace.**

The Student Career Centre helps students find jobs (on-campus, part-time, summer, full time); acquire effective resume writing skills; polish interview abilities; and much more!



We're on the web!

<http://www.stfx.ca/services/scc>

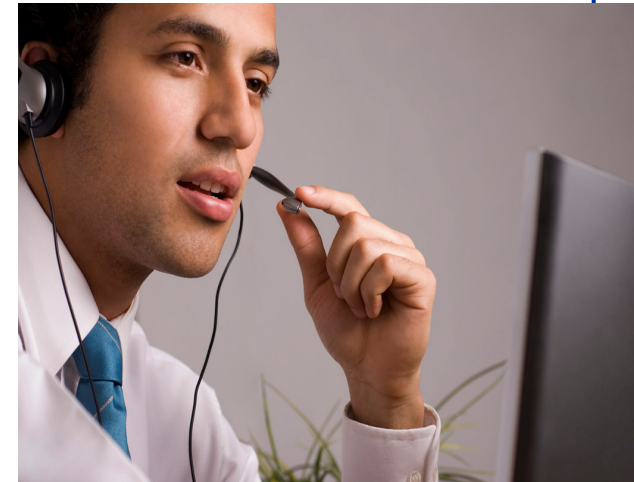


Resumes Goals Job Searching and much

More info? 867-2296 scc@stfx.ca

Interview Preparation

Student Career Centre (SCC)



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Interviewing Techniques...



TYPES OF INTERVIEWS

Traditional Interview (Face-to-face)

Focus on your professional management style and your preferred ways of interacting

- ◆ Your goal is to establish rapport with the interviewer(s) and convince them that you are the right person for the job

One-on-one Interview

The candidate is questioned by only one interviewer

Group/Panel Interview

More than one interviewer

- ◆ The goal is to connect and interact with all the members of the panel
- ◆ Use your group management and interpersonal skills

Telephone Interview

Treat this interview as you would a face-to-face interview

- ◆ Have a copy of your resume near by in case you need to reference it
- ◆ Avoid using a phone with call waiting or a cell phone where you may lose the connection

INTERVIEW QUESTIONS

Behaviour-Based Interview Questions

Is highly structured. Candidates will be asked questions to test their initiative, problem-solving and communication.

Example of questions:

- ◆ Tell me about a time you had to make a difficult decision
- ◆ Tell me about a time you had a difficulty of learning something new

There are no wrong answers but need to provide a specific example in your answers.

Case-Based Interview Questions

Questions are designed to test a candidates problem-solving skills. In this case, a scenario will be presented to you and you will be asked how you will deal with the particular situation.

PRE-INTERVIEW PREPARATIONS

Employers usually ask two basic questions

1. **What do you have to offer?**
2. **Why do you want this job?**

1. What do you have to offer?

Research the position

- ◆ Analyze the target position and identify the key skills required
- ◆ Identify your skills
- ◆ Make the connections between your skills and the skills required for the position your experiences and learning are what you will bring to the company

2. Why do you want this job?

Research the organization

- ◆ Know the company's mission, values, reputation, products or services, clients' competitors', culture, position in the market place etc.
- ◆ One or more of the above should be your reason(s) for wanting the job
- ◆ Having knowledge about the organization demonstrates a mature and sincere interest in the job.

Personal Appearance

First impression is very important. So business attire is the most appropriate outfit to wear for an interview.

- ◆ A suit is a good choice for both women and men.
- ◆ Make sure that you wear your outfit a few times before the interview so that it feels comfortable

Practice Makes Perfect

As soon as you get an invitation for an interview

- ◆ Contact the Career Centre and make an appointment for a Mock Interview
- ◆ You can also use a Career Coach or a friend for practice

DURING THE INTERVIEW

Interview only if truly interested. Don't waste everybody's time and prevent a peer from an interview

- ◆ Show up for the interview and be prepared
- ◆ Arrive five to ten minutes early so that you can relax and feel comfortable with the surroundings
- ◆ Greet the interviewer with a firm handshake
- ◆ Make eye contact and smile

- ◆ Be honest. The faster way to lose a job offer is to lie or exaggerate your qualifications
- ◆ Think positive and interact with confidence - be careful not to appear arrogant
- ◆ Be an active participant but don't take over the interview
- ◆ If you do not understand a question, ask the interviewer to be more specific or rephrase
- ◆ Before responding to a question, take time to organize your thoughts so that you can answer in a thoughtful and organized manner
- ◆ Identify your strong skill areas/personal qualities with *specific* examples of how you have demonstrated these skills/personal qualities in the past
- ◆ The interviewer will give signals when the interview is about to conclude.
- ◆ Be sure to reinforce your interest in the position and the organization,
- ◆ Show your enthusiasm and potential for becoming a valued member of the team
- ◆ At the end of the interview, ask questions about the *training* program, *professional development* seminars, conferences, *promotions* practices
- ◆ Do not ask questions about salary. This will be discussed when a job offer is made
- ◆ Thank the interviewers for their consideration and information

AFTER THE INTERVIEW

Consider each interview as a learning experience upon which you build your skills in preparation for next one

- ◆ Always send a formal thank-you in a timely manner (within 24 hours)

For additional information, please contact SCC.

See the contact information below.

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